Job Description

Human Resource Use Only
Position Number: **Step/Grade** - G **Effective Date: 04.2026**

POSITION IDENTIFICATION

Position Title:	DPW Laborer
Department:	Department of Public Works
Status:	Full-time, non-exempt
Normal Workweek:	Monday – Friday, weekends as assigned by supervisor

SUPERVISORY RELATIONSHIPS

Reports to:	Operations Division Manager

POSITION PURPOSE

This is a skilled labor and equipment operator position performing work required to maintain and operate the streets and sanitation, forestry, and cemetery subdivisions of the Department of Public Works. Employees working in this position will be assigned to one of the subdivisions, but will be required to perform tasks in the other two seasonally. Employees must be available for emergency work 24/7. The employee must possess the ability to get along well with the public, with employees and management Work is performed under the supervision of Subdivision Team Leaders and the Operations Division Manager, who inspect work in progress and upon completion for conformance with specifications.

ESSENTIAL DUTIES

- Must be a self-starter and be able to work with minimal supervision under the general direction of the Subdivision Team Leader and Operations Division Manager
- Perform maintenance and custodial work in the care of department facilities
- Must be available for emergency work
- Must be available for salting and/or snow plowing operations
- Keep equipment clean and maintained
- Capable of physical labor with thorough appreciation of the occupational hazards and an understanding of the appropriate safety measures required for the work.
- May be asked to assume Team Leader duties in Team Leader's absence
- May be asked to assume on--call duties in the weekly rotation.

Streets and Sanitation

- Hot and cold asphalt preparation and placement
- Catch basin reconstruction and maintenance
- Ability to perform CRAFCO asphalt crack sealing
- Perform spring cleanup and fall leaf pickup
- Install and repair guard rails
- Skilled excavating, backhoe, front end loader (with loader attachments) and road grader operations

Cemetery

- Excavation and backfilling graves
- Assist in maintaining all roads in cemetery

- Prepare graves for spring sodding
- Install new water lines and repairs existing water lines in cemetery areas
- Follow-up on acts of vandalism including notifying the Team Leader or Operations Division Manager and performing necessary repairs
- Assist the public with questions or concerns, transactions, and address grieving families
- Subject to standby and scheduled responsibility on weekends and holidays, as assigned by the Cemetery Team Leader or Operations Division Manager

OTHER DUTIES

- Perform all other related duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education:	High school diploma or equivalent; apprenticeship or technical training relative to the positions. An equivalent combination of training and experience may be acceptable only if the City determines that the applicant's previous background provides the required knowledge, skills, and abilities to perform the job.
Experience:	Experience in construction, cemetery, or parks industry; roads and sewers, and working with blacktop, concrete and pipe-laying. Experience in operating equipment involved in road construction or cemeteries, operating large pieces of equipment and general outdoor maintenance. Grounds keeping, landscaping, construction, water main construction, small equipment, and prior training in confined space entry procedures preferred.
Certifications/Licenses:	Must possess a valid Wisconsin Driver's License. Must possess or obtain a valid commercial driver's license class B & C license with air brakes and tanker endorsement issued by the State of Wisconsin within six (6) months of employment. Cemetery Staff must possess a valid UTV/ATV certification as required to operate an ATV/UTV in the state of Wisconsin.
Other Requirements:	Employee also must submit to a pre-employment drug test and participate in federally-mandated DOT random drug testing program.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints, government regulations and procedure manuals.
- Ability to complete routine paperwork.
- Ability to effectively present information to other employees and supervisors.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and to apply concepts of basic algebra and geometry.
- Ability to calculate figures, area, circumference, and volume. Ability
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to apply situational reasoning ability by exercising good judgment in the implementation of work orders.
- Ability to get along well with the public, with employees and management.
- Good knowledge of procedures, equipment and skill needed to operate various pieces of equipment including but not limited to trucks with air brakes (with and without plowing and salting attachments), heavy equipment, compressors, backhoes, road graders, front end loaders,

wood chippers, stump grinders, lift trucks, tractors, concrete saws, hand saws, chainsaws, mowers, leaf loaders, skid-steer, tractors, landscaping equipment and snow removal equipment

- Knowledge of all types of pavement maintenance to include concrete forming, placement and finishing. Knowledge of grass cutting, leaf collection and removal, snow removal, the cultivation and watering of the cemetery grounds and all other tasks required to successfully support the Cemetery
- Knowledge of sewer systems and/or sanitary lift stations
- Confined space entry experience or knowledge

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, bend, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, taste or smell, and may be required to work in high places.

Physical Effort: The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to use a respirator, either half mask or full mask, or a dust mask.

Working Conditions: This position primarily involves outdoor work in varying weather conditions, including extreme temperatures, humidity, and potential exposure to chemicals. The role may require navigating rough terrain and working around loud equipment, moving machinery, vibrations, fumes, and airborne particles. Employees must be flexible with scheduling, able to adapt to short-notice changes, and maintain focus during extended or overtime hours. Noise level is moderate but may occasionally increase depending on equipment being used.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.