

# Big Cedar Lake Protection and Rehabilitation BCLPRD

## Position Description

**Name:** \_\_\_\_\_ **Position Title:** Public Works Employee

**Reports To:** Operations Manager

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### **Position Summary:**

Under the supervision of the Operations Manager or Maintenance and Mechanic Repairer, to perform general public works maintenance tasks, and to perform any assignment directed to him/her.

### **Duties/Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned and are to be performed.

- Perform shore pick-up of weeds.
- Deliver loads of weeds to pre-arranged sites.
- Operate BCLPRD equipment in safe manner.
- Cut lawns and paths on BCLPRD property.
- Pick-up litter on BCLPRD lands including parking lot.
- Cut weeds on BCLPRD property.
- Place and remove buoys.
- Install and remove piers and equipment from the water.
- Count launch fee monies.
- Comply with the Policies and Special Orders of the BCLPRD.

### **Decision Making:**

Decisions are made independently, but often after consultation with Supervisor.

### **Interaction:**

Interactions are generally with BCLPRD employees and Commissioners, with some public interaction when others are unavailable.

### **Essential Knowledge and Abilities:**

Ability to operate BCLPRD Equipment in a safe manner  
Able to fulfill physical demands of the job

### **Training and Experience:**

On the job training for operating equipment  
Knowledge of safe boating laws and practices  
Unrestricted Wisconsin Drivers License

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Employee's Signature                      Date

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Supervisor's Signature                      Date