

Town of Washington
Public Works Director

Application Packet

- Includes:
- Job Application Forms
 - Job Description

What needs to be returned by noon, Friday, April 6th to the Town Office:

- Completed Job Application Forms
- List of at least 3 references and contact information
- Resume
- Brief description of why you think you're the best candidate along with your salary expectations.

Complete packet can be picked up in Town Office. Monday – Friday, 8am-12 pm or be printed off Town Website www.washingtonisland-wi.gov or call 920-847-2522 for any further details.

Application for Employment Town of Washington

An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

In consideration of employer entering this agreement, employee agrees to conform to the policies and rules of employer in effect from time to time. Each party to this agreement also agrees that employee's employment and compensation can be terminated, with or without cause, and without prior notice, at any time, at the option of either employee or employer.

(PLEASE PRINT)

Position Applied For: _____

Full Time Part Time Temporary Date of Application _____

How Did You Learn About Us?

Advertisement Friend Walk-In Employment Agency Relative

Other _____

Last Name _____ First Name _____ Middle Initial _____

Address Street # _____ City _____ State _____ Zip Code _____

Telephone # _____ Cell Phone # _____ E-Mail Address _____

Your Social Security # _____ - _____ - _____

Should you be injured on the job please provide a contact name and telephone number

Name _____ Telephone # _____ Relation: _____

If you are under the age of 18, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application for employment with us before? Yes No

If Yes, give date _____ Position _____

Have you ever been employed with us before, if so when? _____ Yes No

Are you currently employed? Yes No

May we contact your current employer? Yes No

On what date would you be available to work? _____

Can you travel if your job requires it? Yes No

Do you have a valid Wisconsin Drivers License? Yes No

Have you ever been convicted of a felony Yes No

EDUCATION

Elementary School _____ Grade Completed _____

High School _____ Grade Completed _____

Undergraduate College/University _____ Degree Earned _____

Graduate/Professional _____ Degree Earned _____

Describe any specialized Training, apprenticeship, skills and extra-curricular activities:

Describe any honors/awards you have received that may help you in the position for which you are applying

State any additional information you feel may be helpful to us in considering your application

Please indicate any foreign languages you can speak, read and/or write

	LANGUAGE	FLUENT	GOOD	FAIR
SPEAK				
READ				
WRITE				

List any professional, trade, business or civic activities or offices held. (You may exclude memberships, which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status).

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____ PHONE (____) _____

2. _____ PHONE (____) _____

3. _____ PHONE (____) _____

Have you ever had any job related training in the United States Military Yes No

If Yes please describe: _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Salary		Work Performed	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	From	To	Starting	Final		
Address						
Telephone #						
Job Title						
Reason For Leaving:						
Employer	Dates Employed		Salary		Work Performed	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	From	To	Starting	Final		
Address						
Telephone #						
Job Title						
Reason For Leaving:						
Employer	Dates Employed		Salary		Work Performed	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	From	To	Starting	Final		
Address						
Telephone #						
Job Title						
Reason For Leaving:						

***If you need additional space, please attach a separate sheet.**

Town of Washington

Public Works Director

Job Description Posting

Date of initial posting: March 4th

Status: Full Time - Salary Position: Commensurate with experience and education.

Oversight: Town Board

General Summary-

Responsible for supervising the overall efficient and effective operations of the Town Crew, Transfer Station, Airport Maintenance, Town Parks and all encompassing Town properties, facilities and equipment, owned or leased. This person is overall responsible for the well fare of Town property and maintenance and is on call 24 hours a day and answers to the Town Board or an appointed designee of the Town Board.

Recommended Minimum Qualifications:

Education, Training and Experience: High School Graduate or G.E.D equivalent. 3-5 years minimum work experience in related duties and functions. Understanding in Management Skills and operations of Heavy Equipment and repairs. Knowledge of road maintenance and snow and ice control operations. Will have strong leadership skills and knowledge in municipal budgets and Town Government regulations and rules.

Duties and Responsibilities-

Essential Job Functions / Requirements: Road, Equipment and Facilities operations

1. Scheduling of staff and personal to best accommodate the needs of the public and operations of the Town. Will be responsible for verifying and submitting time sheets and reports.
2. Plan and schedule new and routine maintenance of all Town owned equipment, properties and facilities as needed. Orders supplies and keeps inventory of all supplies needed.
3. Review inventory and conditions of the department and recommends various ideas / projects to Town Board for possible approval.
4. Develop department staff's daily and weekly duties and assign tasks and projects.
5. Manages all aspects of job duties in accordance with Town, County, State and Federal rules and regulations.
6. Works with DC Hwy Commissioner and the DC Parks Director when needed.
7. Anticipated time of work: 50% Routine daily/weekly/monthly job functions. 25% Non-routine activities. 25 % Administrative duties.
8. Must have a valid Wisconsin Commercial Drivers License (CDL), with proper endorsements as required and needed to operate Town trucks and equipment.
9. Must have a mechanical understanding of equipment and be able to repair / fix when broken or damaged. Examples include: Trucks, Heavy Equipment, electrical, HVAC, plumbing, construction, welding and fabrication, chainsaws, mowers, ect.
10. Physical Requirements: The physical demands described here 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. Spends the majority of the day standing and/or walking. Occasionally lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a construction site, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Manually operates all department vehicles, tools and equipment as well as office equipment. Communicates verbally and in writing.
11. Will make all efforts to attend monthly Town Board meetings. On occasion or when needed, to attend various committee meetings, including: Parks Committee, Community Center Committee, and various museum committee meetings, ECT.

12. Some knowledge of book keeping and accounting practices for the Department.
13. Ability to maintain effective working relationships with department staff, colleagues, representatives of local, County and State governments, community organizations and the general public.
14. Any other duties as assigned and consistent with responsibilities of the position.

Essential Job Functions: Airport Maintenance Assistance

1. Will maintain safe and operable Airport Maintenance, including building and facilities, mowing and cleanliness applicable to rules and regulations set by the Town, County, State and Federal rules.
2. Will work hand and hand with the Airport Manager to maintain a safe and working Airport environment.

Essential Job Functions: Utility District Manager

1. The Director will assume the position of Utility District Manager. Will be responsible to inspect and maintain the FAST System, do reporting and paperwork to adequately maintain records and maintenance schedules and monitor and mow Town spreading fields both owned and leased.

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- Current Resume
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