

Town of Washington
JOB NOTICE
Department of Public Works Employee

The Town of Washington is seeking applications for a full-time FLSA non-exempt Department of Public Works employee.

Minimum Qualifications for the position are:

1. Must be at least 18 years of age and have a High School Diploma, or equivalent.
2. Have a minimum of 2 years relevant experience including manual labor, road and roadside maintenance, grounds maintenance and equipment operation. A combination of education, training and experience that proves requisite knowledge, skills and abilities for this position may be substituted.
3. Must be willing to be apprenticed for \pm 3 years under the Master Operator, Grade L program.
4. Must have a valid Wisconsin CDL with Air Brake and Tanker Certification (or be willing and able to obtain one).
5. Must pass routine substance abuse screening, and pre-employment physical and background check.

Apprentice direct compensation hourly rate is \pm \$20/hour, depending on relevant skills and experience. Progression to \pm \$30/hour with Master Operator Grade L certification.

Position benefits include: Individual/family medical insurance, Employer Health Savings Account (HSA) contribution, individual Short Term and Long-Term Disability (STD/LTD) insurance, Wisconsin Retirement benefits (WRS), up to 5 weeks vacation, 32 hours Personal Business, and 9 paid holidays per year. Total compensation is \pm \$30/hour, with progression to \pm \$45/hour.

Application forms and the associated job description/qualifications are available at the Town office and must be returned there (910 Main Road, Washington Island, WI 54246). Applications require submission of a current resume or C.V., copies of educational certificate(s) along with the names and contact information for three non-relative references. Posting will remain open until filled. Call (920) 847-2522 for more information.

The Town of Washington is an Equal Opportunity Employer. Wisconsin Fair Employment Law prohibits discrimination in all areas of employment against any qualified person because of sex, race, disability, age (40 and over), creed, color, national origin, ancestry, sexual orientation, marital status, arrest and conviction record, military status, use of lawful products and genetic testing.

Town of Washington

Public Works Employee Job Description

JOB SUMMARY:

Under the direction of the Director of Public Works, the employee will be responsible to provide general labor maintenance skills for projects and operations of the Public Works Department including, but are not limited to, road maintenance and construction, landfill operations, facilities and airport maintenance. In addition, under the direction of the Utility District Manager, the employee will be responsible to provide qualified septage services for Washington Island Sanitation. The employee will be responsible for ensuring the proper materials, tools, and equipment are utilized and work completed in accordance with safety and job regulations.

JOB RESPONSIBILITIES:

Typical responsibilities include, but are not necessarily limited to the following:

- 1) Follow all safety and environmental rules and regulations of the State of Wisconsin and the Department of Natural Resources, and assure these rules are followed by all Department personnel.
- 2) Performs general labor functions associated with maintenance and repair of town roads and easements, which may include cutting streets for repair work, milling roads for paving and drainage, compacting roadways, paving roads, patching holes, filling road cracks, grinding asphalt, repairing or building storm inlets, maintaining and removing trees, cutting tree limbs or bushes, mowing easements, planting grass, painting road markings, installing or replacing road signs, clearing ditches, sweeping roads, spreading road materials, picking up trash or debris, placing safety barricades and cones and flagging traffic.
- 3) Responds to weather events that obstruct or damage roads, rights-of-way and other town property: plows snow, removes branches downed by high winds, and clean up debris.
- 4) Operates trucks with snowplow, spreading ice/snow retardant, operates pickup, dump trucks, backhoe, grader, and or other motorized equipment in a safe manner.
- 5) Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, including inspecting equipment, checking and replacing fluids, greasing equipment and cleaning equipment and work areas, monitors equipment operations to maintain efficiency and safety, reporting faulty equipment to the Director of Public Works.
- 6) Transports, loads/unloads and operates light construction or maintenance equipment as assigned.

- 7) Utilizes sound judgement, industry practices, and safety equipment to ensure a safe work environment for all employees and other individuals.
- 8) Communicate clearly and concisely, both orally and in writing.
- 9) Perform other duties as assigned.

QUALIFICATIONS:

The Employee will have:

- 1) Considerable knowledge of the tools, materials, methods and procedures used in road maintenance and repair.
- 2) Knowledge of the materials, methods and practices used in vehicle maintenance repair.
- 3) Knowledge of safety principles and practices.
- 4) Knowledge of relevant Environmental regulations and practices.
- 5) Knowledge of the materials, methods and practices used in the construction and automotive trades.
- 6) Ability to participate in a variety of semi-skilled road maintenance and repair assignments.
- 7) Ability to follow oral and written instructions.
- 8) Ability to record, maintain and evaluate written records (e.g. maintenance and environmental records).
- 9) Ability to perform manual tasks that periodically require lifting and carrying of objects in excess of fifty (50) pounds.
- 10) Ability to perform manual labor work for extended periods under adverse environmental conditions.
- 11) Ability to work alone as well as part of a team.
- 12) Skill in the operation of hand and power tools.
- 13) Skill in the safe and efficient operation of motorized equipment under hazardous and emergency conditions.

REQUIREMENTS:

The Employee will be required to have (or obtain):

- 1) High School diploma or equivalent.

- 2) Minimum one (1) to two (2) years' experience including manual labor, road and roadside maintenance, grounds maintenance and equipment operation. A combination of education, training and experience that proves requisite knowledge, skills and abilities for this position may be substituted.
- 3) Knowledge of the operation of heavy equipment (i.e., grader, snowplow, backhoe, dump truck).
- 4) A valid commercial driver's license, including air brake and tanker certifications.
- 5) Accrue 1,600 of experience towards septage certification Grade L, be a Certified Operator for a minimum of one year, Pass the mandatory Master Operator Class and Exam.
- 6) Must establish permanent residence on Washington Island within six (6) months after date of employment (full time employees).
- 7) Applicants are subject to a pre-employment record check and physical as well as routine drug screening.

WORKING CONDITIONS:

The Employee acknowledges the following working conditions:

- 1) All Public Works/Utility District employees are required to be on call.
- 2) Work schedule may include nights, weekends and/or holidays.
- 3) Be subject to working in inclement weather conditions.
- 4) Be able to traverse uneven ground.
- 5) May be required to respond in emergency situations.
- 6) Physical conditions require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; and operating motorized vehicles.
- 7) May be exposed to intermittent noise, dust, dirt, odors, solvents, heights and confined spaces.