

TOWN OF FREEDOM

FULL-TIME EMPLOYMENT OPPORTUNITY

Public Works Laborer Position

The Town of Freedom is seeking applicants for a full-time Public Works Laborer position.

The successful applicant will perform the duties including maintenance of town roads, right-of-way, signs, buildings & grounds, snow removal & salting operations, brush pick-up, minor to major pavement repair, concrete flatwork, repair and cleaning of storm sewer catch basins, storm sewer maintenance and repairs, storm sewer and lateral locate marking as needed, vehicle & equipment maintenance, grass mowing and landscape related activities; general forestry, and general public works activities including occasionally assisting at the yard waste drop off site and parks maintenance as needed. Must be reliable and capable of repetitive lifting of up to 50 lbs. and occasional lifting of up to 75lbs. Ability to work in confined spaces and in all weather conditions.

A minimum of one year of experience in public works or a related field and some experience operating trucks and construction equipment is required. Applicants must have a minimum of a high school diploma or equivalent and must possess a CLASS B CDL with air brakes or have the ability to obtain within 6-months of employment. Drug Test and background check required. Prior municipal laborer and snow plowing experience preferred. Must be available for afterhours emergencies, on evenings, weekends, and holidays. This is a full-time, non-exempt position with an hourly hiring range, DOQ, of \$18.00 – \$21.92 per hour plus excellent benefits.

Detailed job description and application are available at town's website, www.townoffreedom.org, or at the Town Hall.

To apply for this position; send cover letter, resume, and completed employment application to sjbrueggeman@townoffreedom.org or mail to Town of Freedom, W2004 County Rd S, P.O. Box 1007, Freedom, WI. Position will remain open until filled and with first review of applicants to occur on May 1, 2019.

For more information, please call (920)788-4548.

JOB DESCRIPTION

POSITION TITLE: Streets Supervisor & Technician

DEPARTMENT: Public Works

REPORTS TO: Director of Engineering, Planning, & Public Works

EMPLOYMENT CLASSIFICATION: Full-Time

PAY TYPE: Hourly

POSITION SUMMARY

This position is responsible for skilled and unskilled labor essential to the maintenance and operations of the Town's streets. Work is performed year round with some weekend and holiday hours required. The position performs under the supervision of the Director of Engineering, Planning, & Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide construction inspection and oversight over street maintenance, re-paving, culvert, storm sewer, and drainage projects.
- Perform annual PASER Ratings and documenting for all town roads.
- Perform annual inspection of all town road signs and maintain inspection notes on spreadsheet.
- Perform weekly general road inspections on all town roads and recommends to the Directory of Engineering, Planning, & Public Works any necessary improvements or repairs.
- Perform culvert & storm sewer structure inspections.
- Coordinates with private contractors.
- Attends WisDot sponsored continuing education courses as needed to maintain knowledge of latest street construction, materials, PASER Ratings, and inspection skills.
- Attends equipment vendor trade shows as needed.
- Locate town storm sewers for Digger Hotline calls.
- Assists Parks and Buildings Supervisor as needed to perform landscape maintenance of Town parks and public lands including mowing, trimming, mulching and weeding.
- Assists Parks and Buildings Supervisor as needed to perform trail maintenance and repairs.
- Assists Parks and Buildings Supervisor as needed to perform general maintenance and repairs to park buildings and facilities.
- Assists Parks and Buildings Supervisor as needed to install and maintain parks and recreation equipment such as benches, grills and town-owned athletic equipment.
- Performs minor carpentry, plumbing, electrical, painting and concrete work.
- Performs routine maintenance, cleaning and minor repairs to equipment.
- Operate dump trucks with snow plows, snow blowers, chain saws, string trimmers, lawn mowers, tractors, loaders, utility vehicles, brush chippers and other powered and non-powered equipment.
- Performs minor landscape construction including retaining walls, planting beds, water features and lawn installation.
- Removes dead, dying, diseased or hazardous trees when needed from Town road right-of-ways.
- Participates in seminars and meetings as requested by the Director of Engineering, Planning, & Public Works.
- Oversees and provides direction to seasonal streets employees.
- Operates snowplow and related equipment during the winter months for salting, snow and ice removal operations along Town roads, public building parking lots & drives, and trails (where required).
- Makes repairs to town roads, walks, culverts, trails, and signing.

- Provides maintenance of vegetation in road right-of-ways.
- Discuss with Director of Engineering, Planning, and Public Works any major equipment upgrades or repairs required for possible inclusion into Town Budget.
- Ability to work independently and respond to Public Works questions and emergencies.
- Report for overtime work as assigned during public works emergencies.
- Attends weekly staff or any other meetings as required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of street and storm sewer construction, maintenance, repair and operations.
- Knowledge of street construction inspection duties and responsibilities.
- Horticulture, landscaping and grounds maintenance techniques.
- Basic knowledge of arboricultural techniques.
- Ability to operate all public works equipment in a safe and efficient manner.
- Work with limited supervision.
- Follow oral and written instructions.
- Follow safety procedures.
- Communicate effectively and respectfully with other employees, supervisors and the public.
- Ability to effectively meet and deal with the public, to communicate effectively both verbally and in writing, and to follow oral and written instructions.
- Ability to read and understand engineered plans and Outagamie County GIS information.
- Working knowledge of engineering level.
- Effectively operate a computer and use MS Word, Excel, and Outlook.

REQUIRED MINIMUM EXPERIENCE, EDUCATION AND TRAINING

- High School Diploma or GED.
- Some formal education or training in the field is required.
- Three or more years of related job experience.
- Valid Wisconsin Driver's License.
- Valid CDL (Class B) within 90 days of hire.
- Wisconsin Pesticide Certification Categories 3.0 (Turf and Landscape) & 6.0 (ROW and Natural Areas) within 12 months of hire.

PHYSICAL DEMANDS

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions.
- Requires the ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, noise, wetness, machinery, electrical currents, traffic hazards and/or dust may cause discomfort and where there may be a risk of injury.
- Requires the ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lying, lifting heavy amounts, carrying, pushing and pulling.
- Requires the ability to sit, stand and walk and do repetitious tasks for an extended period.
- Requires the ability to frequently lift loads of up to fifty pounds.
- Requires the ability to climb, descend and work from a ladder.
- Requires the ability to operate/use hand tools, power tools, motorized vehicles and equipment.

LEADERSHIP COMPETENCIES

All of our employees are leaders of different varieties and we place as much emphasis on leadership as technical skills. The following leadership competencies have been identified as essential qualities for success in this position:

- Dedication to Service and Customer Focus
- Enthusiasm and Positive Attitude
- Team Player
- Communication and Interpersonal Skills
- Adaptable and Flexible

The Town of Freedom is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.

Town Board Approval: _____

Town of Freedom
APPLICATION FOR EMPLOYMENT

(920) 788-4548 *phone* (920) 788-7550 *fax*

e-mail: clerk@townoffreedom.org

Mail Applications to: Town of Freedom
PO Box 1007

Instructions: Freedom, WI 54131

To be filled out by the applicant only, unless you are physically unable to do so. Please print neatly using blue or black ink. Answer all questions. Attach supplements if necessary. Incomplete applications may not be considered. Exclude any reference that may reveal or indicate your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability. You are not required to furnish any information which is prohibited by federal, state or local law.

Date: _____ **I learned of this position from:** _____

Position desired: _____

Full Time ___ Part Time ___ Seasonal/Temporary/Limited Term ___ Date Available for Work: _____

Name: _____

Mailing Address: _____
Street City State Zip

Home/Cell Phone: () _____ - _____ **Other Phone:** () _____ - _____

E-Mail Address: _____

Are you eligible for employment in the United States? Yes ___ No ___

Are you at least 18 years of age? Yes ___ No ___

Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and that you are able to obtain a worker's permit.

Have you ever been employed by the Town of Freedom? Yes ___ No ___

If yes, when, in what position and in which department? _____

Do you possess a valid driver's license? Yes ___ No ___

Do you possess a valid commercial driver's license? Yes ___ No ___ Type/Class: _____

Do you possess any other license? Yes ___ No ___ Type: _____

If you are applying for a job where you need to drive your car while on Town business, can you make arrangements to meet the Town's minimum liability insurance requirements on your vehicle (Bodily Injury - \$100,000/\$300,000 and Property Damage - \$50,000)? Yes ___ No ___

List any memberships in qualification-related professional or technical associations:

List any current license, certification or registration as a member of a trade or profession:

Have you ever been convicted of any violation of law? Yes ___ No ___

If yes, explain:

By law, existence of a criminal record does not act as an automatic bar to employment. This information will be considered only if you first are considered one of the top candidates for a position. If considered one of the top candidates, this information will only be considered if it substantially relates to the position for the job for which you are applying.

EMPLOYMENT RECORD

Please complete this page to include ten years of employment. Please account for any periods of unemployment as well as military service. Please attach additional pages if necessary.

From: ___/___/___ To: ___/___/___ Job Title/Position: _____

Company name and address: _____

Supervisor's name and phone number: _____

Your job duties/responsibilities: _____

Ending salary: \$ _____ per _____ Full Time _____ Part Time _____

Reason for leaving: _____

From: ___/___/___ To: ___/___/___ Job Title/Position: _____

Company name and address: _____

Supervisor's name and phone number: _____

Your job duties/responsibilities: _____

Ending salary: \$ _____ per _____ Full Time _____ Part Time _____

Reason for leaving: _____

From: ___/___/___ To: ___/___/___ Job Title/Position: _____

Company name and address: _____

Supervisor's name and phone number: _____

Your job duties/responsibilities: _____

Ending salary: \$ _____ per _____ Full Time _____ Part Time _____

Reason for leaving: _____

From: ___/___/___ To: ___/___/___ Job Title/Position: _____

Company name and address: _____

Supervisor's name and phone number: _____

Your job duties/responsibilities: _____

Ending salary: \$ _____ per _____ Full Time _____ Part Time _____

Reason for leaving: _____

EDUCATION AND TRAINING

Did you graduate from high school? Yes _____ No _____

Name/location of high school: _____

If no, have you passed a high school equivalency or GED test? Yes _____ No _____

Skills and Qualifications:

Office equipment: _____

Computer software: _____

Other skills, qualifications and experience: _____

Training beyond high school: College, university, technical, nursing, business college or other schools you have attended.

Name/location of school: _____

Field of study: _____

Type of degree received: _____

Credits earned: _____ GPA: _____

Describe any education or training you have received which is not covered above, such as vocational school, correspondence courses, service schools, police academy or in-service training. Please provide dates.

The Town of Freedom is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Applicant, please read carefully and sign below. Applications which are incomplete or illegible will not be considered.

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Town of Freedom to verify their accuracy and to obtain reference information on my work performance. I hereby release the Town of Freedom from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ Date: _____