

City of Adams

Department of Public Works Job Description - Public Works Crewman

The City of Adams is seeking applications for full-time Public Works Crewman. This position is assigned to several departments and requires specific skill in operation and maintenance of medium duty equipment as well as the tools and equipment necessary to perform the job. The individual hired will work as part of a team responsible for day to day operation, maintenance and repair. Responsibilities include mowing, general street maintenance, snow/ice removal, maintenance of the plant facility, lift station, and sewer and water collection systems. Other job related duties will be taking flow meter readings, collecting samples, meter readings, meter changes and other tasks within the Department of Public Works as directed by the Street Superintendent. Requirements include: High School Diploma or equivalent. Basic computer skills a plus. Holiday and weekend work may be required.

Preference will be given to candidates certified in waste water operation in the State of Wisconsin. Applicants not currently certified will be required to obtain certifications within six months of the hire, the following Wisconsin Department of Natural Resources certifications:

1. Wastewater Operations Grade 2 including subclasses C "Activated Sludge", E "Disinfection", I "Phosphorus Removal", and J "Laboratory".

In addition to ensuring compliance with the City of Adams wastewater treatment facility NPDES permit.

Applicants must be able to report to work within a 30 minute time period.

Applicants must possess Wisconsin Commercial Driver's License.

Candidate(s) for this position including classes B "26,001 or more GVWR, actual or reg., towed unit 10,000 or less GVWR", D "Non-Commercial Vehicles", and endorsement N "Tanker", and successfully completed the special knowledge test on "Air Brakes".

The City offers a competitive wage and benefit package. A complete job description and application are available at the City Municipal Building at 101 N. Main Street, Adams, WI. 53910 or on the City of Adams website: cityofadamswi.org. Resumes will not be accepted in lieu of applications. Applications will be accepted until November 15, 2018 at 4:00 p.m. For additional information contact the City Clerk's Office (608) 339-6516. The City of Adams is an Equal Opportunity Employer.

Department of Public Works
Job Description - Public Works Crewman

I. General Statement of Duties:

The Public Works Crewman is under the direction of the Street Superintendent and the City Administrator. This is manual work of a semi-skilled and skilled nature in the construction, operation, care and maintenance of municipal facilities and buildings.

An employee in this position is responsible for the efficient and effective performance of routine and specific tasks requiring the use of some acquired knowledge or skills in the maintenance and care of municipal facilities and buildings.

Employees in this position are assigned to any of several departments and perform work which, though differing in the specific skills required, has the same degree of difficulty and responsibility and requires a specific skill as an apprentice/journeyman level in the water production and distribution system, operation of medium duty equipment, such as backhoes and other medium duty equipment required in the care and maintenance of City streets, sanitary and storm sewers, and water production and distribution system, performance of assigned tasks in the City's parkways and the care and routine maintenance of trees and shrubbery. Work also involves, but is not limited to, the raking and tamping of asphalt, repairing of streets, curbs and sidewalks, driving a snow plow, operating sewer cleaning equipment, reading and repairing of water meters, assisting in general maintenance of the water pumping stations and water distribution system, mowing parkways and parks, erecting and making repairs to playground equipment, shoveling snow, routine custodial duties in City buildings and other related municipal tasks.

This work is performed under the supervision of a Street Superintendent or other supervisor. This supervision may be, but will not always be, direct on-site supervision, depending on the complexity of the work, employee experience with the work in question, and other relevant factors. General instructions are given on routine assignments and detailed instructions on complicated or non-routine work. All work is subject to inspection while in progress and upon completion and reviewed through observation of work performed and consultation with the employee.

II. Illustrative Examples of Work:

Rakes and tamps asphalt and prepares roadway surface for asphalt patches.

Repairs, paints, letters, assembles and installs street signs.

Sets up and makes repairs to vehicles and equipment.

Assists in the repair and installation of water mains and taps.

Assists in replacing valves and other appurtenances to the water system.

Operates sewer jet machine and other machinery used in the care and maintenance of storm and sanitary sewer.

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Assist in the repair of sewers and appurtenances.

Operates truck in hauling dirt, gravel, asphalt and other materials.

Operates snow plow, salt/sand spreader, or tractor in the snow and ice control program during the winter season.

Paints and maintains the interior and exterior of buildings.

Copies and completes necessary records on a daily basis.

Operates leaf mulchers, lawn mowers, power sprayers, and trucks and tractors in the grading, seeding, mowing and cleaning of grounds and lawns.

Helps in the removal of trees and stumps and does cutting and chipping of brush and tree limbs.

Picks up refuse/recycling materials, as directed.

Operates miscellaneous power tools for a limited amount of time including jack hammers, mowers and other equipment in connection with work.

Sweeps streets and gutters by hand, and loads dirt and debris from streets into trucks.

Cuts, caps, cleans, flushes and repairs water mains.

Performs various miscellaneous public services or such other duties as may required and directed by the Public Works Working Foreman.

III. Desirable Knowledge, Abilities and Skills:

Knowledge of electricity as applied in building, lighting, and motor vehicles and equipment.

Skill in the use of tools and equipment used in electrical repair and maintenance work.

Considerable knowledge of the principals and practices of trees and shrub care and maintenance and skill in their application.

Considerable knowledge of the practices, methods, tools and materials used in general maintenance and repair work.

Considerable knowledge of the ability of medium duty equipment to perform specific assignments.

Ability to operate effectively: backhoe, grader, front-end loader and street sweeper, and other Public Works vehicles and equipment.

Ability to work without direct supervision and perform work of an apprentice/journeyman caliber.

Considerable knowledge of the maintenance, service, and repairs needed to the water system.

Considerable knowledge of the materials, methods, and practices essential to the maintenance and repair of the City's storm and sanitary sewers.

A working knowledge of the City's storm and sanitary sewer system.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to perform maintenance on municipal equipment.

Ability to understand and carry out oral and/or written instructions.

Ability to withstand exposure to variable weather conditions.

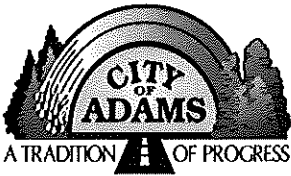
Good physical condition as evidenced by a physical examination and ability to lift and carry heavy objects for an extended period of time.

IV. Required Experience and Training:

Must be at least 18 years of age and possess a valid Wisconsin Drivers license and a valid CDL with appropriate sub-classifications.

Prefer and preference will be given to an applicant with appropriate State of Wisconsin Water and/or Sewer Certification or ability to obtain within the first six months of employment.

Have experience in building, electrical and/or plumbing trades, and in the operation of medium duty equipment.



Employment Application

The City of Adams will provide equal employment opportunities to all applicant's without regard to an applicant's race, color, religion, sex, national origin, age, marital status, veteran status, disability, or any other status protected by law.

The City of Adams will provide reasonable accommodation to allow an applicant to participate in the hiring process (i.e. accommodations for a test or job interview) if so requested. When completing this application, you may exclude information that would disclose or otherwise reference your race, religion, age, sex, marital status, veteran status, disability, or any other status protected by law.

PLEASE PRINT – USE INK – COMPLETE ALL SECTIONS AND ATTACH A RESUME

Today's Date _____				
GENERAL INFORMATION				
Last Name	First Name			Middle Name
Home Address	City	State	Zip Code	Home Telephone No.
Mailing Address	City	State	Zip Code	Business Telephone No.
E-mail Address _____				
Mobil Phone/Pager _____				
All offers of employment are conditioned upon your ability to provide evidence of your right to be legally employed.				
Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				

JOB INFORMATION		
Position Applying For: _____	R- Regular T- Temporary S- Seasonal (circle one)	F- Full-Time P – Part-Time (circle one)
Salary Desired: _____		
If part-time, are there hours or days you are not available to work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list _____		
Can you travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you willing to work overtime, if required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you previously been employed by the City of Adams? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please identify the dates of employment, the position and reason for leaving. _____
Have you previously applied for employment with the City of Adams? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any relatives or friends that are employed with the City of Adams? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide name, relationship and position. _____		

EMPLOYMENT HISTORY

Please provide a complete employment history listing all positions held for the last 10 years including part-time, summer, and volunteer work, starting with most recent employer, please account for any periods of unemployment in the space provided at the top of the following page. *

Present or Most Recent Employer

Address				City	State	Zip Code	Telephone
Position				Supervisor's Name		Supervisor's Title	
Employed From Month	Year	To Month	Year	Base Salary Starting Base Pay/Hourly Rate	Ending or Current Base Pay/Hourly Rate	Reason for Leaving	

Other Compensations (Bonus, Commission, Draws, etc.) When distributed? (Annually, quarterly, monthly) Amount or percentage:

May we contact your present employer? Yes No If no, please explain:

Responsibilities

Employer #2

Address				City	State	Zip Code	Telephone
Position				Supervisor's Name		Supervisor's Title	
Employed From Month	Year	To Month	Year	Base Salary Starting Base Pay/Hourly Rate	Ending or Current Base Pay/Hourly Rate	Reason for Leaving	

Other Compensations (Bonus, Commission, Draws, etc.) When distributed? (Annually, quarterly, monthly) Amount or percentage:

May we contact your present employer? Yes No If no, please explain:

Responsibilities

Employer #3

Address				City	State	Zip Code	Telephone
Position				Supervisor's Name		Supervisor's Title	
Employed From Month	Year	To Month	Year	Base Salary Starting Base Pay/Hourly Rate	Ending or Current Base Pay/Hourly Rate	Reason for Leaving	

Other Compensations (Bonus, Commission, Draws, etc.) When distributed? (Annually, quarterly, monthly) Amount or percentage:

May we contact your present employer? Yes No If no, please explain:

Responsibilities

Employer #4

Address				City	State	Zip Code	Telephone
Position				Supervisor's Name		Supervisor's Title	
Employed From Month	Year	To Month	Year	Base Salary Starting Base Pay/Hourly Rate	Ending or Current Base Pay/Hourly Rate	Reason for Leaving	

Other Compensations (Bonus, Commission, Draws, etc.) When distributed? (Annually, quarterly, monthly) Amount or percentage:

May we contact your present employer? Yes No If no, please explain:

Responsibilities

EMPLOYMENT HISTORY CONTINUED

Please explain all periods of two months or more in which you were not employed during the past ten years. _____

Have you ever been terminated, laid off, discharged or asked to resign from any employer? Yes No
 If yes, give the employer(s) and reason(s) for each discharge/resignation.

EDUCATION

Type of School	Diploma/Degree Type (GED, H.S., B.A., etc.) Received	Name of School City, State	Major Subject/Course
High School			
College			
Graduate School			
Other			

If currently attending school, what are the days and times of your scheduled classes?

SPECIAL SKILLS AND QUALIFICATIONS

List any academic honors, outstanding achievements, scholarships or other significant job-related awards.

List any professional licenses or certifications earned and any foreign language proficiency.

List software programs, PC and word processing equipment proficiency.

List skills other than clerical.

OTHER RELEVANT EXPERIENCE

Please provide any other information that you think would be helpful to us in considering you for employment such as additional work experience (paid or unpaid) gained in any job – related organizations, clubs, professional society or other association, or seminars, articles or books published, activities and accomplishments.

REFERENCES

In addition to the supervisors listed in the employment history section above, list three (3) professional references who can comment on your work performance. If not applicable, list three (3) personal references that are not related to you.

Name/Relationship Length of Time Known	Address	Occupation Company/Job Title	Telephone No.

APPLICANT PLEASE READ AND SIGN

I certify that the answers given to the questions and the statements made (including statements on the attached resume, and inserted forms if any) on this application and in the hiring process are true and correct to the best of my knowledge. I understand that a false statement, a false answer, an omission or a misleading statement may result in a decision not to hire me, the withdrawal of any offer of employment, or the termination of my employment with the City regardless of when such false, misleading, or erroneous information is discovered.

I further agree that the City reserves the right to make unilateral changes to the terms and conditions of my employment. I agree that this application represents the entire agreement between the City and me and it supersedes any prior agreement or understanding I may have had, whether oral or written.

Signature: _____

Date: _____