



Mailing address:
Town Administrator
1293 Washington Avenue
Cedarburg, WI 53012
Telephone: 262-377-4509
Fax: 262-377-0308

APPLICATION FOR EMPLOYMENT

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, sex, handicap, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Date _____

Name _____
Last First Middle

Street Address _____

City _____ State _____ Zip _____

Telephone _____

E-mail _____

Position for which you are applying: _____

Can you with or without reasonable accommodation perform the essential functions of the job for which you are applying? Yes _____ No _____

What source led you to make application with us? _____

Have you previously applied for employment with the Town? Yes _____ No _____

If yes, when? _____

Are any of your relatives presently employed by the Town? Yes _____ No _____

If yes, please provide name and position: _____

EMPLOYMENT HISTORY (List present or most recent employer first)

Employer	Employed	Type of work performed	Present or last salary	Reason for Leaving
Address/City	from _____ mo./yr.			
Name of supervisor	to _____ mo./yr.			

Employer	Employed	Type of work performed	Present or last salary	Reason for Leaving
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Name of supervisor	to _____ mo./yr.			
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Employer	Employed	Type of work performed	Present or last salary	Reason for Leaving
Address/City	from _____ mo./yr.			
Name of supervisor	to _____ mo./yr.			

Please account for any periods of unemployment other than when you were in school:

EDUCATION

School	Name & Location of School	Circle Last Year Completed	Major Course	Diploma and/or Degree?
High School		9 10 11 12		
College		1 2 3 4 more		
Business or Trade School		Months Attended		

If you served in the U.S. Armed Forces, briefly describe skills acquired: _____

PERSONAL INFORMATION

Are you legally authorized to work in the U.S.? Yes ____ No ____

(NOTE: You will be required to furnish documents to verify your identity and eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents).

Name, address and telephone number of someone other than a household member we can contact in case of emergency: _____

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

Have you ever been convicted of or pled guilty or no contest to any violation of law other than a minor traffic violation? Yes ____ No ____ (A conviction does not automatically bar you from employment.)

If yes, give details: _____

If you possess any certifications or specific training please list:

Do you have any other skills you wish to mention? _____

Are you presently employed? Yes ____ No ____ If so, may we contact your present employer? Yes ____ No ____

If hired, when would you be available? _____ Salary requirements? _____

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information concerning my former employment to any prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorneys' fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.

I understand that any offer of employment is contingent upon successful completion of the background check and satisfactory completion of any required physical examination and/or drug test.

Signature: _____ Date: _____

REFERENCES

Name of Reference _____

Occupation _____

Address _____

City, State, Zip _____

Telephone _____

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City, State, Zip _____

Telephone _____



Preserving Yesterday's Heritage for Tomorrow.

TITLE:	Public Works Crew Member	FLSA:	Non-Exempt
DEPARTMENT:	Public Works	POSITION STATUS:	Regular Full-Time
SUPERVISED BY:	Public Works Foreman	PERFORMANCE REVIEW BY:	Director of Public Works

POSITION SUMMARY:

This position is responsible for the performance of public works maintenance/improvement projects ranging from roadway maintenance, refuse and metals collection, and buildings and grounds maintenance. This position is also responsible for the operation of on and off-road construction equipment, light and heavy trucks (including snow and ice control equipment, and automated and two-man refuse trucks), and miscellaneous construction/public works equipment.

ESSENTIAL DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Essential functions include, but are not limited to:

1. Operate and perform routine maintenance on trucks and equipment.
2. Perform road or drainage construction and repair, and general manual labor.
3. General forestry work to include planting, trimming, chipping, or removal of trees and/or bushes.
4. Maintain accurate work reports.
5. Maintenance of turf areas such as mowing and fertilization.
6. Ability to perform tasks requiring walking, climbing ladders, lifting, operate equipment with dual hand and foot controls, handle herbicides, fertilizers, asphaltic materials, paints, and general construction materials.
7. Observe work zone safety and maintenance.
8. Respond to after hours call-in for winter or emergency operations (24/7).
9. Observe, evaluate, and report operations and field conditions to the Public Works Foreman.
10. Perform refuse and metals collection, including operation of the automated and two-man refuse trucks.
11. Perform snow and ice control operations, including patrol trucks with wing plows.
12. Ability to work under adverse weather conditions.
13. Regular and predictable attendance.

Marginal functions include, but are not limited to:

1. Cleaning and maintenance of Department of Public Works Garages, Town Hall, and other parks and facilities.
2. Assist other government agencies as assigned.
3. Setup of voting machines and polling locations for elections.
4. Perform the duties of a working crew leader as assigned by the Public Works Foreman.
5. Ability to perform carpentry and masonry work.
6. Perform other duties as directed.

EDUCATION, EXPERIENCE AND TRAINING:

1. High school graduation or equivalent.
2. Technical school degree preferred.
3. Commercial Driver's License required.
4. CPR/First Aid Certificate preferred.
5. Experience with roadway and drainage work, and forestry and parks preferred.

ESSENTIAL KNOWLEDGE AND ABILITIES:

1. Well developed verbal and written communication skills.
2. Demonstrate mature judgement.
3. Ability to manage time well and must be highly organized.
4. Background in heavy and light equipment operation and maintenance.
5. Live within a 30 minute drive of Town Hall.

PHYSICAL REQUIREMENTS IN PERFORMING TASKS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must have stamina and be able to maintain physical exertion for long periods of time.

The employee must occasionally lift and/or move up to 50 to 75 pounds or more. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED

Work is generally performed outdoors in all weather conditions. Work performed indoors may include vehicle maintenance, facility cleaning, etc.

NON-DISCRIMINATION:

All positions in the Town of Cedarburg will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, disability or other legally protected classification.

ACKNOWLEDGEMENT BY EMPLOYEE

I hereby certify that I have read the above job description and fully understand my duties and responsibilities.

(Applicant Signature)

(Date)

(Town Administrator)

(Date)