



Public Works Crew Member (CDL Training Paid For)

CDL preferred. If you don't have one, the Town will pay for the training to receive one.

The Town of Cedarburg is seeking applicants for a Public Works Crew Member, a full-time regular position. Starting wage \$23.00 - 24.00/hour without CDL. A higher wage can be negotiated DOQ/experience, CDL, municipal/County &/or military experience that translates to municipal DPW work.

Excellent health insurance with employer contribution toward deductible and co-pays at \$2,000 single/\$4,000 family, life insurance, and Wisconsin Retirement System participation. Prior governmental service can allow for additional vacation as part of a lateral transfer.

Essential functions of the position include road and ditch maintenance, snow and ice control, forestry and park maintenance. 24/7 call-in required.

Please send a cover letter, resume, and Town of Cedarburg application for employment (found online) to:

Adam Monticelli – Director of Public Works – Town of Cedarburg
1293 Washington Avenue
Cedarburg, WI 53012
amonticelli@townofcedarburgwi.gov
(262)377-4509 x 1

Employment applications are available at the Cedarburg Town Hall, 1293 Washington Avenue, Cedarburg, WI 53012, or on the Town's website, www.townofcedarburgwi.gov.

The application period is open until filled.

Contact Director of Public Works Adam Monticelli at Town Hall with questions:
262-377-4509
amonticelli@townofcedarburgwi.gov



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)