



Recruitment Announcement

Public Works Maintenance Worker

The Two Rivers is currently seeking applications for the position of Public Works Maintenance Worker. This is a full-time position that works under the general supervision of the Public Works Superintendent and the Public Works Director.

Responsibilities for this position include: a variety of skilled and semi-skilled work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City streets, alleys, sidewalks, curb & gutter, culverts, driveways, parking lots, sanitary sewers, storm drainage systems, buildings, grounds, cemeteries, open spaces, parks, recreational systems and other public facilities.

Candidates must be at least 18 years of age, experience relating to construction, repair and maintenance, or repair of all types of public facilities, and a valid Commercial Driver's License or the ability to obtain certification and licensing within 6 months of hire.

COMPENSATION & BENEFITS

SALARY RANGE: \$24.00 to \$26.22 hourly, dependent on qualifications

BENEFITS: Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 6.8% into the Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at www.two-rivers.org/jobs. Qualified candidates should submit a cover letter, resume, and completed City employment application to HR@two-rivers.org or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or HR@two-rivers.org with questions.

HOW TO APPLY

Send a **cover letter**, **resume**, and **completed employment application** by email to HR@two-rivers.org or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241



POSITION TITLE: Public Works Maintenance Worker

REPORTS TO: Public Works Superintendent

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: March 23, 2023

DEPARTMENT: Public Works

FLSA CATEGORY: Non-Exempt

PAY TYPE: Pay Grade 10, Hourly

GENERAL PURPOSE

Performs a variety of skilled and semi-skilled work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City streets, alleys, sidewalks, curb & gutter, culverts, driveways, parking lots, sanitary sewers, storm drainage systems, buildings, grounds, cemeteries, open spaces, parks, recreational systems, and other public facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Superintendent and/or other supervisor as assigned.

SUPERVISION EXERCISED

Generally, none. May serve as a lead worker at times. May direct community service workers or temporary employees as required or assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assists in the inspection and/or repair of streets, drainage systems, and sewer at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Ability to work on standby duty in accordance with City Policy Manual.
- Ability to safely and effectively plow snow during snow removal operations and/or to adjust for and be available for work because of changes in work schedule due to emergencies such as snow removal, ice control, flood control, etc.
- Maintains a variety of records relating to inspections and maintenance activity.



- Contacts residents and business owners in area where services will be discontinued, or interrupted, and explains when services will be shut off and how soon they will be opened or turned back on.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment and construction materials such as gravel, asphalt, sand, etc.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to appropriate supervisor and/or mechanic; cleans equipment.
- Operates or has the ability to operate light and medium-sized construction and power equipment, such as mechanized broom, compressor, rollers, sewer jetter truck or backhoe/loader.
- Opens and closes bridges and performs basic bridge maintenance.
- Performs all duties in conformance to appropriate safety and security standards and in conformance with City policy.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, shoveling, placing and compacting asphalt, building of concrete forms, concrete placing and finishing, ditch digging and filling, concrete removal, brick laying, sanitary and storm sewer manhole and line cleaning, main and pipe repair, laying and backfilling pipe, mowing grass and weeds, planting of grass, bushes and trees, painting all types of Public equipment and buildings.
- Sets up traffic control for construction zones, including barricades, lights, and signs as needed.
- Assists in maintaining traffic signals, signs, and other traffic control measures as assigned.
- Assists in the training of new or lower-level employees performing the duties of maintenance, construction, and repair of sewer, street, storm drainage, and public buildings.
- Operates a variety of power construction and maintenance equipment used in the Wastewater Treatment Utility, and Street Departments.
- Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry and other unskilled and semi-skilled trades work.
- Performs routine maintenance on lawn and power equipment.
- Plants lawns, trees, shrubs, and flowers.
- Operates tractors, mowers, jackhammers, welders, trucks, steam cleaners, buffers, washers and other equipment as needed.
- Maintains current skills and knowledge in the proper and safe methods and techniques in the areas of Public Works, Public Utilities, and operations.
- Assists as needed at the Wastewater Treatment Plant. Assists with the disposal of sludge and operates equipment for sludge disposal on farmland or other designated disposal area.
- Assists in setting up and taking down equipment for various public programs, prepares facilities for public use.

- Assists in the construction of new public facilities in Public Works and Public Utilities including clearing, grading, drainage, and foundation work.
- Assists with keeping records of work completed.
- Performs all other related duties as assigned by either the Public Works Foreman or other supervisor.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serves on various employee or other committees as assigned.

EDUCATION AND EXPERIENCE

- High school diploma or GED equivalent required
- Experience relating to construction, repair and maintenance, or repair of all types of public facilities; or
- Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities of all types of public facilities. Considerable knowledge of the hazards and safety precautions of performing all areas of the work.
- Skill in operation of some of the listed tools and equipment. Ability to learn and operate all types of tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Possess and maintain a valid Wisconsin Driver's license, preferably with all applicable Commercial Drivers' License endorsements or the ability to obtain within six (6) months of employment.
- Must remain insurable under the City's liability insurance
- Must be 18 years old at the time of employment.
- Must be a US Citizen

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter truck, street roller, man lift, tamper, plate compactor, saws, pumps, tar kettle, compressors; lawn and landscaping equipment including tractors, mowers, chain saw,

electric motors, pumps, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, calculator, computers, and miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 35 pounds, often lift and/or move up to 60 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

As per City policy, a drug test and physical will be required prior to employment.

Residency within 15 miles of the Two Rivers city limits is required within six-months of completion of the probationary period and must be maintained throughout employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**TWO
RIVERS**
WISCONSIN

APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION			
Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION							
Last Name		First		M.I.			
Street Address				Apartment/Unit #			
City				State		ZIP	
Phone			E-mail Address				
Date Available			Desired Salary			Comments	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:				
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:				
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				

EDUCATION

High School				Address			
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, have you passed a high school Equivalency or GED test?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

SPECIAL SKILLS OR QUALIFICATIONS

Describe any special skills applicable to this position:

Describe any additional training and experience applicable to this position:

REFERENCES

Please list three professional references.

Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)

Employer					Phone			
Address					Supervisor			
Job Title					Starting Salary	\$	Ending Salary	\$
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		

Employer					Phone			
Address					Supervisor			
Job Title					Starting Salary	\$	Ending Salary	\$
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		

Employer					Phone			
Address					Supervisor			
Job Title					Starting Salary	\$	Ending Salary	\$
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		

Employer					Phone			
Address					Supervisor			
Job Title					Starting Salary	\$	Ending Salary	\$
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:**Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____