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Director of Public Works
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Employment Opportunity

DPW SEASONAL LABORER (FULL-TIME SUMMER ONLY)

This recruitment is open to all qualified applicants. The eligibility list created from this recruitment will be used to fill the current vacancy and may be used to fill similar vacancies within the next six months. The position is a full-time (40 hours per week) summer seasonal laborer. One position is available starting in May and ending in September. Work hours are from 7:00 AM – 3:30 PM, Monday – Friday except Holidays.

GENERAL OVERVIEW OF THE POSITION: Under the direction of the Director of Public Works or designee, this position is responsible for performing regular/recurring maintenance of Street, Parks, Storm and Sanitary Sewer and Village Facilities. Duties call for physical strength and endurance in all weather conditions. In addition, individuals will perform tasks independently with intermittent supervision completing work on a timeline schedule using applicable safety procedures. Individual will perform task in the care and maintenance of Village equipment as well as operate trucks and other automotive equipment and any other duties as may be assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only):

- Operates various types of equipment such as riding and push mowers, string trimmers (weed eaters), and small automotive vehicles;
- Operates mechanical or power driven equipment, such as a drills, tampers, power blowers, and other similar equipment;
- Performs preventative maintenance tasks, such as making simple adjustments, replacing minor parts, and lubricating equipment, in order to keep equipment in proper operating condition;
- Assist in maintaining athletic fields, clean restrooms, haul trash, plant trees, and water plants.
- Assist in miscellaneous projects such as building picnic tables and repairing playground equipment.
- Sets out and picks up barricades, lane cones, and warning signs to channel traffic around work crews;
- Assist in the inspect of both storm and waste water sewer lines and remove and replace manhole covers;
- Assist in the repairs and construction of manholes;
- Moves debris, dirt or other material from one place to another; work with asphalt

REQUIREMENTS:

- Must be at least 18 years old.
- High School diploma or GED required; advanced higher education preferred.
- Prior experience working the public works field or equivalent is desired.

Knowledge, Skills and Abilities:

Knowledge of:

- Work safety measures and standards.
- Traffic laws, ordinances, and rules involved in equipment operation.
- Techniques, methods, materials, and equipment used in maintenance and improvement of street repair, equipment, and general ground maintenance.

Skill in:

- Use and care of hand and power tools and equipment.
- Proficiency in data entry using a computer.

Ability to:

- Ability to lift up to 50 pounds repeatedly and for long periods of time.
- Ability to perform basic mathematical functions.
- Ability to read and interpret street maps.
- Ability to complete paperwork accurately, such as timecards.
- Operate a motor vehicle or other power equipment and hand tools.
- Perform basic preventative maintenance for equipment, such as making simple mechanical adjustments, replacing minor parts, and lubricating equipment.
- Understand and follow written and oral work assignments or instructions.
- Read, write, and comprehend the English language.
- Work cooperatively with other Village employees and the general public.
- Ability to monitor traffic to ensure safe conditions while working.
- Ability to work safely at all times.
- Perform manual labor in all weather conditions.

Physical and Environmental Requirements:

- Duties involves bending, kneeling, standing, reaching, climbing, stooping, squatting, pushing, twisting and repetitively lifting heavy objects up to 50 pounds short distances (20 feet or less) using proper lifting techniques and methods or minimal dexterity in the use of fingers, limbs, or body.
- Climb and work at heights at or above 30 feet in all weather conditions.
- Walk across rough, uneven or rocky surfaces.
- Climb ladders to enter or exit manholes or trenches.
- Move debris, dirt, or other material from one place to another using a shovel, rake, or similar tool.
- Work in a variety of weather conditions with exposure to the elements such as heat, rain, air pollution, and dust.

Sensory Requirements:

- Task requires sound perception and discrimination.
- Task requires color perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires texture perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability.

Additional Requirements:

- This classification requires the use of Village vehicles on Village business. Individuals must be physically capable of operating the vehicles safely. Possession of a valid State of Wisconsin Driver's License (prefer Class B or higher Commercial Driver's License w/o Air Brake Restriction), an acceptable driving record, and must keep valid as a condition of continued employment. The Village will run a Motor Vehicle Department print out of your driving record prior to employment.
- The Village may conduct a police background investigation and contact previous employers for all applicants or candidates prior to hiring. The Village may require a physical examination prior to employment.

MENTHOD OF SELECTION: Applicant's education, training and experience will be analyzed. Appointments to the position are in accordance with Village of Sturtevant policy and regulations. Resumes are encouraged; however, Village of Sturtevant application forms **are required** and available at the Village of Sturtevant Clerk's Office, 2801 – 89th Street, Sturtevant, WI 53177. Deadline for application is 4:30 PM on May 16, 2011.

EQUAL EMPLOYMENT OPPORTUNITY: *It is the policy of the Village of Sturtevant to be fair and impartial in all its relations with its employees and applicants for employment without regard to their race, color, religion, age, sex, marital status, handicap, sexual orientation, national origin or other protected category. Our employment practices have been designed to provide that all individuals be recruited, hired, assigned, advanced, compensated and retained on an individual basis because of qualifications for employment and treated equally in these and all other respects without regard to race, color, religion, age, sex, marital status, handicap, sexual orientation, national origin or any other protected category.*

VILLAGE OF STURTEVANT IS AN EQUAL OPPORTUNITY EMPLOYER