



**DPW Seasonal Laborer Position**  
**Department of Public Works**  
**Immediate Opening**

The Village of Summit has an immediate opening for a DPW Seasonal Laborer. This is a seasonal, part-time position in the Department of Public Works, generally beginning in April and extending through November. Seasonal employees will work approximately 20 to 30 hours per week on average, depending on work load needs. The current wage range is \$13.00 to \$17.00 per hour, dependent upon qualifications and experience. This position does not receive benefits.


The DPW Seasonal Laborer position is responsible for essential duties related to the maintenance and operation of the Village's parks, public facilities and grounds, and cemetery. Additional duties may involve right-of-way and road maintenance activities. Candidates must be 18 years of age or older and possess a valid state-issued Driver's License in good standing with a clean driving record. Preferred candidate will possess experience in grounds and landscaping maintenance and equipment care and will be capable of driving a full-sized pickup truck with a trailer. Flexibility is required regarding work schedule, although regular working hours will be on weekdays between 6:45 a.m. and 4:15 p.m.

If you would like to join a small group of exceptional employees in a growing municipality, look no further than the Village of Summit!

Applications will be accepted until the position has been filled. Please complete the employment application on the website ([www.summitvillage.org](http://www.summitvillage.org)) or call to have an employment application mailed or emailed. Submit employment documents to:

Village of Summit  
Attn: Kamron Nash, P.E.  
Public Works Director  
37100 Delafield Rd  
Summit, WI 53066  
[pwdirector@summitvillage.org](mailto:pwdirector@summitvillage.org)

The Village of Summit is an Equal Opportunity Employer.

 <b>Position Description</b>	<b>Position Title</b>	Department of Public Works (DPW) Seasonal Laborer		
	<b>Department</b>	Public Works	<b>Date Approved</b>	March 10, 2022
	<b>Full/Part Time</b>	Part Time (Temporary)	<b>Union/Non-Union</b>	Non-Union
	<b>Reports to</b>	Public Works Director	<b>Supervisory Position</b>	No
	<b>FLSA Status</b>	Non-Exempt	<b>Pay Range</b>	\$13.00 - \$17.00

### **OBJECTIVE**

This is a seasonal position in the Department of Public Works (DPW) with employment, generally beginning in April and extending through November. The DPW seasonal laborer reports to the Public Works Director and is responsible for essential duties related to the maintenance and operation of the Village's parks, public facilities and grounds, and cemetery. Additional duties may involve right-of-way maintenance and road maintenance activities. Seasonal employees will work 20 hours per week on average, depending on work load needs.

### **RELATIONSHIPS**

Reports to: Public Works Director

Has work contacts with Department Heads, employees, co-workers, contractors, vendors, and the general public.

### **ESSENTIAL DUTIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Maintaining clean, attractive, and safe parks, public grounds, and cemetery areas including lawns and natural areas.
2. Assist with public works maintenance and repair activities, including:
  - a. Traffic management (traffic signs, detours and barricading)
  - b. Road maintenance and repair
  - c. Public right-of-way maintenance
  - d. Stormwater system maintenance and repair
3. Safely operates Village trucks, vehicles, and equipment on and off the public roadways.
4. Reports to supervisor daily assignments completed, work activities, and records.
5. Reports any incident, problem, or question to appropriate supervisor.
6. Performs other duties as assigned.
7. Follows all safety regulations, policies, and procedures; reports all unsafe conditions and acts to supervisor; reports all accidents to supervisor immediately whenever possible; follows recognized

safe work practices.

### **MINIMUM REQUIREMENTS**

*The requirements listed below are representative of the knowledge, skill and/or ability required to perform the essential duties of the position.*

#### **Education and Experience**

1. 18 years of age or older is required.
2. Possession of a valid state-issued Driver's License in good standing.
3. Preferred candidate will possess experience in grounds and landscape maintenance and equipment care.

*A candidate for this position should have thorough knowledge, skills, and abilities of the following:*

#### **Skill in:**

1. Strong written and verbal communication skills.
2. Good organizational, judgement, and problem solving skills.
3. Operations on machinery, such as riding lawn mowers.

#### **Ability to:**

1. Ability to follow verbal or written direction/instruction to complete assigned tasks.
2. Ability to interact/respond to citizen inquiries or guide them to the appropriate service.
3. Ability to maintain a positive attitude and professional demeanor at all times; address resident and customer concerns in a helpful, courteous manner.
4. Ability to work independently.
5. Ability to operate Village vehicles and equipment in a safe manner.

### **EQUIPMENT, INSTRUMENTS AND MACHINES:**

Machinery and equipment including pick-up trucks, dump trucks (with valid CDL), trailers, gas-powered and manual post pounders, lawn mowers, gas-powered trimmer and blower, common hand tools, and cell phones.

### **PHYSICAL FACTORS:**

*The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee regularly works in an outdoor environment and will frequently be exposed to adverse weather conditions, including extreme heat and extreme cold, high winds, and wet/humid conditions. The employee will work near moving mechanical parts in precarious places; and is exposed to fumes or airborne particles, toxic or caustic chemicals, dust, and vibration. On

occasion, the employee is exposed to situations which could involve an element of personal risk, requiring compliance with necessary safety procedures. The noise level in the work environment is generally quiet to moderately noisy.

This position exerts continuous physical effort, working with average and heavyweight materials, and frequently walks, stands, stoops, kneels, crouches, and crawls for sustained periods of time. This position can exert up to 100 pounds of force by lifting, carrying, pushing or pulling objects. The employee is frequently required to see/observe, talk/speak, and listen/hear; use their hands to finger, handle, feel, or operate objects and equipment; repetitive arm, wrist, hand, and eye movements are included. There is frequent twisting, reaching, wrist turning, and grasping. The employee may be required to climb or balance. Use of protective equipment is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, or tasks.

#### **AVAILABILITY:**

The employee must have personal transportation available. No Village vehicles are designated for travel to/from employee's residence. The employee may be requested to respond to emergency situations outside of the normal work schedule.

#### **DISCLAIMER**

*The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. 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, or is responsive to the needs of the Village of Summit.*

*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.*

*The Village of Summit, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*