DPW Crew Leader Position

Department of Public Works

The Village of Summit is accepting applications for a DPW Crew Leader. This is a supervisory position that is responsible for oversight of the daily tasks and activities involved in the Department of Public Works (DPW). The starting pay range for this position is negotiable, based on experience and qualifications. Village employees are eligible for periodic pay increases based on performance and economic adjustment. The Village offers a comprehensive benefits package that includes participation in the Wisconsin Retirement System, excellent healthcare benefits, paid time off (PTO), ten (10) paid holidays, ability to earn compensatory time, clothing allowance, and several other benefit options.

Under direct supervision of the Public Works Director, the DPW Crew Leader provides support in planning and directing the safe, efficient, and effective operations of the department. Work includes, but is not limited to, oversight of snow and ice control operations, road and public right-of-way maintenance, cemetery operations and maintenance, parks maintenance, public facilities and grounds maintenance, stormwater infrastructure maintenance, and vehicle and equipment repair and maintenance. This position involves performing supervisory functions and requires the use of judgment in carrying out work activities. The DPW Crew Leader leads, trains, schedules, and provides daily direction to members of the DPW work crew. This position also includes the duties of the Summit Cemetery Sexton.

Candidates must possess a valid state-issued Class "B" Commercial Driver's License in good standing with no restrictions for air brake operation. The ability to obtain a tanker (N) endorsement within six (6) months of hire is also required. A minimum of five (5) years of experience, preferably with at least one year of supervisory experience, in Public Works or a related field including snow and ice control operations, road and right-of-way maintenance, public facilities and grounds maintenance, sewer and stormwater systems maintenance, and vehicle and equipment repair and maintenance is required. The ideal candidate will be able to demonstrate leadership abilities and possess the following qualities: ability to work well in a team atmosphere, willingness to learn, excellent communication, self-motivation, and culture fit.

If you would like to join a small group of exceptional employees in a growing municipality, look no further than the Village of Summit! The Village of Summit is an Equal Opportunity Employer.

Applications will be accepted until the position is filled. The first review of applications will begin the week of November 16th. Please complete the employment application on the website (https://summitvillage.org/employment-opportunities/) with a minimum of three (3) professional references. Submission of an up-to-date resume is required. Cover letters and letters of reference are not required but are strongly encouraged. Submit employment documents by mail, email, or hand delivery to:

Village of Summit
Attn: Kamron Nash, P.E.
Public Works Director
37100 Delafield Rd
Summit, WI 53066
pwdirector@villageofsummitwi.gov

Position Description	**Position Title**	Department of Public Works (DPW) Crew Leader		
	Department	Public Works	**Date Approved**	January 29, 2024
	Full/Part Time	Full Time	**Union/Non-Union**	Non-Union
	Reports to	Public Works Director	**Supervisory Position**	Yes
	FLSA Status	Non-Exempt	**Pay Range**	$30.00 - $37.00

OBJECTIVE

This is a supervisory position that is responsible for oversight of the daily tasks and activities involved in the Department of Public Works (DPW). Under direct supervision of the Public Works Director, this position provides support in planning and directing the safe, efficient, and effective operations of the department. Work includes, but is not limited to, oversight of snow and ice control operations, road and public right-of-way maintenance, cemetery operations and maintenance, parks maintenance, public facilities and grounds maintenance, stormwater infrastructure maintenance, and vehicle and equipment repair and maintenance. This position involves performing supervisory functions and requires the use of judgment in carrying out work activities. The DPW Crew Leader leads, trains, schedules, and provides daily direction to members of the DPW work crew.

RELATIONSHIPS

Reports to: Public Works Director

Supervises: Provides supervision of daily tasks to DPW work crew and seasonal (temporary) employees.

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. Leads, trains, directs, and supports the DPW crew members to ensure assigned tasks are completed properly and as scheduled; performs daily on-site inspections to ensure assignments are completed efficiently and effectively, and in compliance with proper safety procedures; forwards personnel issues to the Public Works Director.

2. Delegates daily work activities for the DPW crew including snow and ice control operations, road and public right-of-way maintenance, cemetery operations and maintenance, parks maintenance, routine maintenance of public facilities, grounds maintenance, stormwater infrastructure maintenance, and vehicle and equipment repair and maintenance.

3. Works along with employees of the DPW as a “working foreman” when workload requires such participation.

4. Acts as the Summit Cemetery Sexton, with responsibility for the oversight of the Summit Cemetery, performing a variety of administrative, technical, and/or maintenance duties and serving as the point of contact for cemetery-related telephone, website, and in-person inquiries. *Please refer to the Summit Cemetery Sexton job description for additional information.*

5. Supervises the control and use of and assumes responsibility for all materials, supplies, and equipment used; approves procedures and activities for the proper operation and maintenance of equipment.

6. Receives, investigates and resolves complaints from the general public according to department policies; determine proper action to take, conferring with the Public Works Director as needed.

7. Communicates operational or maintenance problems to the Public Works Director and other Village departments when necessary.

8. Assures DPW crew members are properly trained in the use of vehicles, equipment, and tools and in the proper application of standard maintenance and repair methods and techniques; ensures the proper maintenance of equipment and tools by supervising the cleaning and checking after use.

9. Prepares written reports concerning public works maintenance and repair activities; responsible for maintaining records of time, materials, and equipment usage and provides these records to various support staff members on a regular basis.

10. Oversees the safety of assigned employees by instructing individuals in proper safety procedures and monitoring work in progress; enforces all applicable or adopted safety standards or programs.

11. Assists in snow plowing operations under the direction of the Public Works Director, including plowing and chemical application to pavements following Village policies and procedures.

12. Responds to emergency situations 24 hours a day, 365 days per year, including, but not limited to, power outages, traffic control measures, severe storm clean up, and snow and ice control.

13. Coordinates work activities with other Village departments, Village employees, Village appointed officials, contractors, suppliers, vendors, and consultants; interacts with other municipal organizations for shared services and interagency coordination.

14. Follows all safety regulations, policies, and procedures; reports all unsafe conditions and acts to Public Works Director; reports all accidents to the Public Works Director immediately whenever possible; follows recognized safe work practices.

15. Performs special projects and other duties as assigned or required during regular and non-business hours, including providing support as a part of any Village response to essential or emergency operations.

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. A High School diploma or equivalent is required.
2. Possession of a valid state-issued Class "B" Commercial Driver's License with no restriction for air brake operation.
3. Possession of a tanker (N) endorsement, or ability to obtain within 6 months of hire.
4. Minimum of five (5) years of experience, preferably with at least one year of supervisory experience, in Public Works involving snow and ice control operations, road and public right-of-way maintenance, cemetery operations and maintenance, parks maintenance, public facilities and grounds maintenance, stormwater infrastructure maintenance, and vehicle and equipment repair and maintenance.
5. Understands and has had exposure to the requirements of the positions within the DPW. At a minimum, demonstrates proficiency with operating single axle dump trucks and has had experience operating medium-duty equipment safely.
6. Completion of UW Extension Public Works Supervisory Academy, or equivalent supervisory training as determined by the Public Works Director and Village Administrator, within twelve (12) months of promotion/hire.

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

Knowledge of:

1. Knowledge of the principles and practices of modern public works operations, including, but not limited to, snow and ice control operations, road and public right-of-way maintenance, cemetery operations and maintenance, parks maintenance, routine maintenance of public facilities, grounds maintenance, stormwater infrastructure maintenance, and vehicle and equipment repair and maintenance.
2. Good knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
3. Knowledge of proper utility locating procedures.
4. Knowledge of, and ability to, execute safety practices and procedures.
5. Knowledge of effective supervisory practices.
6. Knowledge of work zone safety, excavation safety and procedures, and confined space entry.

Skill in:

1. Skill in safely operating Village vehicles and a variety of maintenance equipment and machinery.

2. Skill in dealing with the public in responding to complaints or request for information.

3. Proficient in basic Microsoft applications, including Word, Excel, and Outlook.

4. Skill in providing directions, instruction, and training to other workers.

5. Skill in effectively organizing work activities and supervising employees in the work group.

6. Skill in implementing excavation safety and procedures.

7. Skill in establishing work zone safety and confined space entry procedures.

Ability to:

1. Ability to safely and effectively operate a variety of medium-duty and light-duty equipment, including, but not limited to, snow plowing equipment, end loaders, skid steers, etc. Heavy equipment experience is preferred, but not required.

2. Ability to read and interpret maps.

3. Ability to learn and apply new technology.

4. Ability to identify and report any malfunctioning equipment and/or machinery.

5. Ability to read, comprehend, and follow technical specifications and plans.

6. Ability to prepare and maintain accurate reports of daily assignments completed.

7. Ability to perform strenuous labor for extended periods of time under varying weather conditions, and to do so in a safe manner.

8. Ability to interact with the public and respond to citizen inquires or guide them to the appropriate service.

9. Ability to operate Village vehicles and equipment in a safe manner.

10. Ability to maintain a valid state-issued Class “B” commercial driver’s license with a tanker (N) endorsement.

11. Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.

12. Ability to work without direct supervision and within the boundaries of responsibility.

13. Ability to effectively plan, organize, and complete the tasks assigned.

14. Ability to work effectively as part of a team.

15. Ability to maintain a positive attitude and professional demeanor at all times; address resident and customer concerns in a helpful, courteous manner.

16. Ability to establish and maintain effective working relationships with Department Heads, Village staff, co-workers, residents, vendors, customers, and the general public.

17. Ability to communicate effectively both verbally and in written form, with supervisors, vendors, fellow employees, the general public, and Village officials.

18. Ability to exercise good judgment and courtesy in maintaining public and employee relations.

19. Ability to work with others in a positive, supportive fashion to solve problems, generate ideas, and accomplish department and Village goals.

20. Ability to make decisions in accordance with laws, regulations, and established procedures.

21. Ability to maintain confidential information, possess a high level of integrity, and adopt a professional work ethic.

22. Ability to work a varied schedule including nights and weekends; ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

23. Ability to respond and assist in weather clean-up emergencies.

24. Ability to work extended and non-standard hours. This includes participation in snow and ice control, severe weather response operations, and other public works operations as directed.

EQUIPMENT, INSTRUMENTS AND MACHINES:

Machinery and equipment including pick-up trucks, dump trucks, end loaders, skid-steer loaders, backhoe, chain saw, walk behind compactor, pavement and pipe saws, compressed air, lawn mowers, string trimmers, brush chipper, street sweeper, snow plow and salting equipment, common hand and power tools, air monitoring equipment, utility monitoring equipment, 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.

MENTAL FACTORS:

While performing duties of this job, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public. Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

AVAILABILITY:

The employee must live within 30 minutes driving distance of Village Hall and be able to drive to Village Hall within 30 minutes of contact by supervisor or Village Police, especially for local storm events. Further, the employee must have personal transportation available. No Village vehicles are designated for travel to/from employee's residence.

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.

SUMMIT CEMETERY
SEXTON

EMPLOYMENT STATUS: An employee of the Department of Public Works is appointed by the Village President to perform these duties.

RESPONSIBLE TO: Cemetery Board

GENERAL OVERVIEW: The person in the position of Cemetery Sexton is responsible for overseeing the operations of the Cemetery. The Cemetery Sexton performs a variety of administrative, technical and/or maintenance duties and also serves as a point of contact for telephone, website and in-person inquiries.

SUPERVISORY STATUS: The person in the position of Cemetery Sexton does not have any supervisory duties related to the position.

SPECIFIC DUTIES and RESPONSIBILITIES:

- Property Maintenance
    - Lawn care
    - Well Pump
    - Building
    - Equipment
    - Monuments
- Meet with customers for sale of lots
- Collect fees for sales, burials, and engraving and turn money over to Treasurer for deposit
- Arrange Placement of Headstone/Footer with installation companies
- Accurately lay out gravesite placement
- Coordinate Burial Arrangements
- Order Graves Opened/Closed and Schedule Burials
- Coordinate Columbarium Placement and engraving orders
- Prepare Activity Reports for Board meetings
- Attend the Cemetery Meetings
- Prepare annual Capital Improvement Plan with assistance of Cemetery Board
- Prepare annual Budget with assistance of Clerk/Treasurer and Cemetery Board
- Recommends Price Adjustments to Board based on budget
- Recommend Staffing Levels to Board
- Respond to Genealogy Inquiries
- Assist in drafting ordinances and/or resolutions related to cemetery matters
- Assist with Special projects requested by Board
- Maintain Cemetery MAP and Computerized Cemetery Data
- Cemetery Records Management in coordination with Clerk/Treasurer

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High School graduation or GED equivalent.
- Ability to file and maintain records, research, compile, and interpret data to prepare accurate reports and effective correspondence.
- Ability to maintain a valid WI Driver's License.
- Ability to establish and maintain effective working relationships and communication with other Village personnel, outside agencies, and the general public.
- Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public.
- Ability to type at a speed necessary for successful job performance.
- Ability to independently prepare clear, concise, and accurate records, reports, and correspondence.
- Ability to maintain confidentiality of information.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Ability to obtain and maintain a valid Wisconsin Driver's license.
- Keep well informed and proficient in computer skills and computer applications.

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 the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The Employee must occasionally lift and/or move up to 50 pounds.

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. The noise level in the work environment is moderate to high based on operation of equipment.

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