



MUNICIPAL

OFFICE

2801 89th Street
Sturtevant, WI 53177

Ph: 262/886-7202

Fax: 262/886-7205

Employment Opportunity

**DEPARTMENT OF PUBLIC WORKS
LABORER AND EQUIPMENT OPERATOR
(FULL-TIME)**

This recruitment is open to all qualified applicants who reside within 20-minute drive of the Village of Sturtevant. Village residents are preferred. The incumbent of this position is required to maintain such residency during the term of this employment. The eligibility list created from this recruitment will be used to fill the current vacancy and may be used to fill similar vacancies, which occur within the next 12 months.

GENERAL OVERVIEW OF THE POSITION: Under the direction of the Director of Public Works or designee, this position is responsible for performing a variety of unskilled and skilled manual labor and equipment operator tasks calling for physical strength, intellect and endurance associated with maintaining streets, buildings, grounds, parks, sanitary sewer and storm sewers in all weather conditions and at all times of the day and night. In addition, individuals will perform maintenance, repair and inspection of the wastewater collection system's gravity mains, force mains, manholes, pumps and metering stations. Individual will perform task in the care and maintenance of Village parks, grounds, as well as operate trucks, other automotive and heavy equipment, and any other duties as assigned. The Village crew is small and all workers are expected to do a variety of tasks as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only):

- Operates various types of equipment such as backhoes, front end loaders, vacuum trucks, street sweepers, dump trucks, lawn mowers
- Operates mechanical or power driven equipment, such as a jackhammer, tampers 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
- Rakes and tamps asphalt and spreads aggregate on street repair projects
- Sets out and picks up barricades, lane cones, and warning signs to channel traffic around work crews
- Inspects both storm and waste water sewer lines and manholes
- Cuts pipe and performs other tasks related to sewer main repair, replacement and extension
- Repairs and constructs manholes
- Lays brick
- Moves debris, dirt or other material from one place to another
- Removes and replaces manhole covers

VILLAGE OF STURTEVANT IS AN EQUAL OPPORTUNITY EMPLOYER

REQUIREMENTS:

Training and Experience:

- High School Diploma or GED required; advanced higher education preferred.
- Three years of similar experience in performing skilled and unskilled construction tasks associated with street, storm, parks, and wastewater sewer maintenance/repair.
- Prior experience working the public works field or equivalent is desired.

Knowledge, Skills and Abilities:

Knowledge and proficiency in:

- Hazards inherent to sewer maintenance work and required safety measures
- Equipment operation and machinery maintenance
- Operation of large equipment including dump truck, large snow plow truck with wing, end loader, skid steer, large tractor, backhoe, zero turn lawn mower, street sweeper, sewer jet truck, etc.
- Operation of small equipment and hand tools including carpentry tools, power saws, chain saws, compactors, welder, pneumatic tools, mechanics tools, etc.
- 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 property and grounds maintenance
- Towing and backing up of trailers
- Snow plowing operations

Ability to:

- Perform basic preventative maintenance for equipment, such as making simple mechanical adjustments, replacing minor parts, and lubricating equipment
- Perform simple mathematical calculations (addition, subtraction, multiplication, and division) to calculate quantities, times, distances, weights and measures
- Understand and follow oral instructions in the English language
- Read, comprehend and interpret written material in the English language such as operation manuals and Material Safety Data Sheets
- Communicate orally with co-workers and the general public in one-to-one setting
- Work cooperatively with other Village employees and the general public
- Continually strives to improve operations through preventative maintenance of equipment and vehicles, maintaining safe operations, and implementing new practices and procedures

Physical Requirements:

- Duties involve some strenuous physical effort such as moving heavy objects (50 pounds or more) short distances (20 feet or less) using proper lifting techniques and methods or minimal dexterity in the use of fingers, limbs, or body

- Coordinate the movement of more than one limb simultaneously, such as operating the clutch and accelerator on a front end loader
- Climb and work at heights at or above 30 feet in all weather conditions
- Walk across rough, uneven or rocky surfaces
- Remain in a standing position or walking for extended periods of time in excess of three hours
- Move debris, dirt, or other material from one place to another using a shovel, rake, or similar tools

Environmental Requirements:

- Work in small, confined and cramped spaces
- Work from elevated platforms or ladders
- Work in a variety of weather conditions with exposure to the elements such as heat, cold, snow, rain, air pollution, and dust
- Work with raw sewage in the collection system using only normal protective equipment

Sensory Requirements:

- Sound perception and discrimination
- Color perception and discrimination
- Depth perception and discrimination
- Texture perception and discrimination
- Visual perception and discrimination
- Oral communications ability

Additional Requirements:

- This classification requires the use of Village vehicles during work. Individuals must be physically capable of operating the vehicles safely with no special accommodations. Possession of a valid State of Wisconsin commercial Driver's License with commercial license endorsements, an acceptable driving record, and licenses must keep valid as a condition of continued employment. **The position requires a Class B CDL with N endorsement and air brake operation.** A Motor Vehicle Department print out of your driving record will be required before employment.
- Pre-employment drug testing is required, and employees will be subject to unannounced alcohol and drug testing as a condition of continued employment. The Village may require a pre-employment medical examination and reserves the right to withdraw any offer pending the results of these exams. Some positions will require the performance of other essential and marginal functions depending upon work location of assignment.
- The Village will conduct a police background investigation and contact previous employers for all applicants or candidates prior to hiring.
- Applicant must be available for on call rotation and weekend work as assigned by the Public Works Director.

METHOD OF SELECTION: Applicant's education, training, and experience will be analyzed. Written, oral, proficiency, and/or other exams, such as equipment operation, may be required to determine if applicant has the knowledge, skills and abilities to qualify. Appointment to the position will be in accordance with Village 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. Applications will be accepted until 5 p.m. on August 15, 2018.

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.*

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EMPLOYMENT APPLICATION

Village of Sturtevant is firmly committed to providing equal employment opportunity in all phases of employment activity, without regard to race, color, national origin, religion, sex age disability, veteran status, sexual preference, marital status, or any other status protected by relevant statute ordinance.

Section A: Personal Information

Last Name	First Name	Middle	Date
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ADDRESS

Street	City	State	Zip	E-Mail
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PHONE (with area code)

LICENSE

Home	Business	Cell	Driver's License #:
			State:

Social Security #	Have you ever applied for employment with Village of Sturtevant?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	IF YES: Month & Year:				Location:

Position Desired:

Salary Desired:	Are you of the legal age to work?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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Are you available for full-time work?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If not, what hours can you work?	Will you work overtime if asked?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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When will you be able to begin work?

Are you willing to travel if the job requires it?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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Are you willing to relocate?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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Are you legally eligible for employment in the United States?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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Proof of U.S. Citizenship or immigration status will be required upon employment.

Section B: Education and Experience Information

Level of Schooling	Name & Location (City, State)	Course of Study	No. of Yrs. Completed	Did You Graduate?	Degree/Diploma Year Obtained
Graduate					
Undergraduate					
Business/Trade/Technical					
High School					

Membership in Job-Related Professional or Civic Organizations: (Exclude those which may disclose personal affiliations)

Military Experience

Military Experience:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	If Yes, What Branch?
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Describe Training Relative to Desired Position:



EMPLOYMENT APPLICATION

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Previous Employment

(Please give complete full-time and part-time employment record beginning with present or most recent employer. Use a separate page if necessary.)

Company Name:	Name of Supervisor:
Address:	Telephone:
Employed (mm/yyyy):	Starting Pay: Last Pay:
From: To:	Annual Incentive/Bonus/Other:
Job Title:	Reason for Leaving:

Describe Your Work:

May we contact this employer?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If No, Please State Reason:

Company Name:	Name of Supervisor:
Address:	Telephone:
Employed (mm/yyyy):	Starting Pay: Last Pay:
From: To:	Annual Incentive/Bonus/Other:
Job Title:	Reason for Leaving:

Describe Your Work:

May we contact this employer?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If No, Please State Reason:

Company Name:	Name of Supervisor:
Address:	Telephone:
Employed (mm/yyyy):	Starting Pay: Last Pay:
From: To:	Annual Incentive/Bonus/Other:
Job Title:	Reason for Leaving:

Describe Your Work:

May we contact this employer?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If No, Please State Reason:

Company Name:	Name of Supervisor:
Address:	Telephone:
Employed (mm/yyyy):	Starting Pay: Last Pay:
From: To:	Annual Incentive/Bonus/Other:
Job Title:	Reason for Leaving:

Describe Your Work:

May we contact this employer?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If No, Please State Reason:

Additional Training or Skills: *(including classes, languages, machine operation, etc.)*



EMPLOYMENT APPLICATION

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Section C: Miscellaneous Information

Have you ever received a government security clearance? YES NO

If Yes, state employer name, government agency and clearance level:

Have you been convicted of a felony in the past ten years which has not been "sealed", expunged, or otherwise stricken from the court record?

YES NO

If Yes, describe in full: (conviction will not necessarily disqualify an applicant)

Do you have any relatives or friends employed for the Village of Sturtevant? YES NO

If Yes, please name:

How did you hear about the position? (be specific) Newspaper (name) Website Referral Other

Professional references (Not employers or relatives)

Name:	Phone:
Name:	Phone:
Name:	Phone:

My signature below constitutes full acceptance of this employment application in its entirety and certifies that the information provided herein is true and correct to the best of my knowledge. I hereby authorize my present and past employers and educational institutions/providers to release to Village of Sturtevant information about my employment or educational history which is in their possession or subject to their control, including information contained in my personnel file. I voluntarily authorize Village of Sturtevant to make investigations of my person, employment, and other related matters as may be necessary in arriving at an employment decision or verifying information related to my application. I hereby release from all liability all persons or entities supplying or collecting such information. If I am offered employment, I understand the offer is contingent on the outcome of any investigations or reference checks satisfactory to Village of Sturtevant.

If I am employed I understand that if I have deliberately omitted or given false or misleading information in this application, my resume (if any), or interview(s) I may be discharged. If Village of Sturtevant accepts me for employment, I agree to abide by all Village of Sturtevant's policies and practices during my employment. If I am employed, I understand that I will be required to sign agreements regarding secrecy of communications and inventions, discoveries, or developments that make, discover, or develop during my employment at Village of Sturtevant. In accordance with Village of Sturtevant's policy to maintain a drug-free workplace, Village of Sturtevant reserves the right to make an offer of employment contingent upon an applicant submitting to a drug test and receiving a negative drug test result. I hereby acknowledge that, if I am hired, I may also be subject to random drug and alcohol testing and that, if I test positively, my employment I subject to termination. I understand that my employment is contingent on my successful compliance with all employment eligibility verification requirements of the Immigration reform and Control Act of 1986.

If I am employed, I understand that my employment is "at will" and for no definite period of time. I further understand that my employment is at will regardless of any statement made by Village of Sturtevant agent or in Village of Sturtevant policy, practice handbook, program, or any other written or oral materials. The information provided in this application, in my resume, and related employment documents, is true, correct, and complete. If employed, any misstatement or omission of fact on these documents may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Signature		Printed Name	Date

