

## EMPLOYMENT ADVERTISEMENT

### TOWN OF MUKWONAGO CREWMAN (Part-Time) PUBLIC WORKS DEPARTMENT,

**Position Overview:** The position of Crewman, (Part-Time) Public Works Department is to assist the Public Works Foreman with the maintenance and supervision of Town roads, buildings, and properties. The Crewman will be required to exercise independent judgment and perform the tasks in the absence of direct supervision. Wage rate is \$14.00 - \$18.00/hour, commensurate with experience. The position hours are variable up to 40 hours/week and will be limited to no more than 599 hours per year.

An application and full position description can be obtained at the Mukwonago Town Hall Clerk's Office during normal business hours located at W320 S8315 Beulah Road, Mukwonago, WI 53149. All candidates are required to complete the Town's Application for Employment and submit a complete resume with references no later than close of business, March 12, 2010.

The Town of Mukwonago is an Equal Opportunity Employer.

## **TOWN OF MUKWONAGO**

**Job Description:** Crewman, Department of Public Works

**Immediate Supervisor:** Foreman, Department of Public Works

**Position Overview:** The Crewman is responsible for assisting the Foreman in the maintenance and supervision of all Town roads, buildings, and properties. The Crewman is expected to evaluate the roads for needed repair and maintenance and discuss the appropriate course of action for repair and service with the Foreman. Duties also include the maintenance of Town buildings and grounds. The Crewman is expected to exercise independent judgment and perform tasks in the absence of supervision. Since this position involves working with Town residents, employees and contractors, the Crewman is expected to perform the duties of the position in a courteous and professional manner.

### **SECTION A**

#### **ESSENTIAL KNOWLEDGE, SKILL, AND JOB-RELATED EXPERIENCE REQUIRED**

1. Experience in highway and building maintenance, basic knowledge of and ability to operate intermediate size motorized maintenance equipment.
2. Basic knowledge of traffic laws and regulations as applied to motorized maintenance equipment.
3. Basic knowledge and ability to operate power tools, chain saws, lifts, and similar department equipment.
4. Ability to perform heavy (up to 100 lbs.) manual labor.
5. Good oral and written communication skills and the ability to work with the public and handle citizen complaints.
6. Read and correctly interpret written policies, procedures, and regulations.
7. Perform work in accordance with sound safety practices.

### **SECTION B**

#### **SPECIAL REQUIRED QUALIFICATIONS**

1. A valid Wisconsin Commercial Drivers License. Maintaining a valid Commercial Drivers License is a requirement for this position.
2. Must pass a background screening, interview, and physical and drug testing as a final candidate for Crewman position.

## SECTION C

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Supervise Town road maintenance, bridges, culverts, and ditches, patch holes, and service roads with appropriate maintenance practices.
2. Replace broken or missing highway signs.
3. Manage and maintain shoulders, mow grass, cut brush, remove trash, trim or remove trees, and any related task involvement in road maintenance.
4. Oversee snow plow contract and application of ice control material.
5. Conduct plowing and/or salting of Town Hall parking lot and shoveling of walkways, Town parks, and Town garage. Respond to citizen complaints regarding plowing as a backup to the plowing contractor.
6. Post dangerous conditions as soon as possible with appropriate signs until conditions are corrected. If a road is closed for any reason, the Crewman shall notify the Town staff, the Fire Department, EMS, Sheriff Department, Dispatch, schools, garbage service, and post offices.
7. Post seasonal weight limit signs on Town roads when necessary.
8. Operate and use equipment, including trucks, loader, tractor mower, and similar equipment of comparable size and complexity including chain saws, compressor, and related items.
9. Work with and oversee contractors and crews. When a contractor is hired for a job and Town equipment and/or personnel are needed, the Crewman shall be available at the contractor's hours whenever needed.
10. Insure that department equipment is serviced with fuel, oil, water, and lubricants in accordance with manufacturer's warranty. Crewman will also perform minor repairs to tools and equipment and maintain service records.
11. Maintenance of Town owned properties and grounds, inclusive of cleaning of Town Hall, setup for elections, and various other duties.
12. Maintain shop facilities and tool inventory in neat and orderly fashion while completing other related tasks as requested by the Foreman, Town Chairman, or designee.
13. Handle citizen complaints regarding road matters.
14. In addition to normal working hours, must be available nights, holidays and weekends.
15. Assist in maintenance records shall include description and date of repairs and/or major improvements.
16. Perform any other tasks that may be determined by the Foreman or Town Board.

## **SECTION D**

### **PHYSICAL REQUIREMENTS IN PERFORMING TASK RESPONSIBILITIES**

The performance of routine tasks requires a capacity to intermittently sit, stand, walk, bend, and lift moderately heavy (up to 100 lbs.) objects.

## **SECTION E**

### **WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED**

Sometimes tasks will require early starting times and longer hours (i.e. snow plowing). Work is often performed outdoors in extreme cold or heat. The Crewman shall be able to safely work under all weather conditions in a timely fashion.