

# **VILLAGE OF PLOVER**

## **PUBLIC WORKS LIMITED TERM EMPLOYEE**

### **SUMMARY STATEMENT OF DUTIES:**

Under the direction of the Public Works Manager, duties of this employee include but are not limited to, participates in the public works/streets and parks general operation and maintenance activities; operates light duty equipment; and performs responsible work involving streets/parks repair, construction, and buildings and grounds maintenance, and other duties as assigned by the Public Works Manager or his/her designee.

### **DISTINGUISHING FEATURES OF THE POSITION:**

The employee in this position, under the direction of the Public Works Manager, or his/her designee, performs work in the public works/parks departments involving maintenance, repairs and construction and other projects that require use of light duty equipment/vehicles.

### **EXAMPLE OF DUTIES PERFORMED:** (Illustrative Only)

Under the direction of the Public Works Manager or designee, this employee:

- Participates in the operation and maintenance of the Public Works/Parks Department;
- Operates light duty equipment/vehicles/power tools and uses hand tools;
- Performs basic landscaping work;
- Cooperates with all divisions and departments of the Village of Plover;
- Shall work on weekends, holidays and other times during the week when scheduled or requested by the Public Works Manager or the Assistant Public Works Manager;
- Follows all safety and other policies and procedures
- Works without supervision and performs related duties as required;

### **ESSENTIAL KNOWLEDGE, SKILL AND ABILITY:**

Extensive knowledge of methods, materials and techniques used in public works/park maintenance and general construction projects; thorough knowledge of safety policies and procedures used during public works/parks maintenance and construction projects and general maintenance; ability to operate light duty equipment, power tools, and use hand tools; resourcefulness in handling maintenance and repair problems. Must be able to communicate effectively, both orally and in writing including reports; ability to execute sound judgment and establish and maintain effective working relationships with other employees and the general public. Must hold a valid drivers license.

### **PHYSICAL REQUIREMENTS IN PERFORMING TASKS**

The performance of tasks associated with public works/parks and other calls for assistance requires the ability to lift heavy objects (100 pounds) unassisted and objects (more than 100 pounds) with assistance; ability to position, raise and climb ladders; ability to use tools and other equipment requiring a moderate to high degree of physical strength and manual dexterity under normal and emergency conditions; must be able to sit and drive continuously for 6-8 hours a day; must be able to walk considerable distances daily; must be in good physical condition; must be able to perform hard physical labor for extended periods of time.

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

The performance of some tasks performed expose an individual to machinery and its moving parts, hazardous chemicals and other hazardous materials, mechanical hazards, electrical hazards, respiratory hazards, slippery conditions, and loud noise; certain tasks require the use of protective devices such as hard hats, face shields, safety glasses or goggles and gloves. Work is often performed outdoors in extreme heat and cold, rain, snow, high humidity and under conditions that may contribute to emotional as well as physical stress.

## **EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS**

Specialized Public Works/Parks equipment and tools including, but not limited to; trucks, generators, pumps, chain saws, ropes, ladders, power tools, hand tools and radios/cell phones.

This description has been prepared to assist in evaluating classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities, nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the works of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Village of Plover. The Village retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

## **LENGTH OF EMPLOYMENT FOR THIS POSITION AND HOURS OF WORK**

- This position will be available starting in May 2010 thru October 2010 at which time this position will end.
- Approximately 40 hours per week (10 hour days) are to be expected for this position. May include overtime and weekends if special events are scheduled.
- Hours of work can vary depending on the scheduling of the projects. Start times generally begin at 7:00 a.m. and end at 5:30 p.m.
- Rate of pay will be \$10.00 per hour.
- Please include resume with application.

2400 Post Road  
PO Box 37  
Plover, WI 54467

**VILLAGE OF PLOVER**  
**EMPLOYMENT APPLICATION**

Affirmative Action  
Equal Opportunity Employer

**PLEASE TYPE OR PRINT IN INK ONLY! ATTACH ADDITIONAL SHEET(S) IF NECESSARY**

TITLE OF POSITION APPLIED FOR:

**LIMITED TERM EMPLOYMENT**

NAME (LAST, FIRST, MI)		VALID WISCONSIN DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DRIVER'S LICENSE NUMBER
COMPLETE MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE)			MAY WE CALL YOU AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOME PHONE	WORK PHONE	CELL PHONE	CLASS B CDL LICENSE W/AIR BRAKE ENDORSEMENT <input type="checkbox"/> YES <input type="checkbox"/> NO
ON WHAT DATE WOULD YOU BE ABLE TO START WORK?		E-MAIL ADDRESS	HAVE YOU EVER BEEN EMPLOYED BY THE VILLAGE? YES <input type="checkbox"/> NO <input type="checkbox"/>
LIST RELATIVES SERVING ON VILLAGE COMMISSIONS, COMMITTEES, BOARDS OR EMPLOYED BY VILLAGE:			

**EDUCATION**

CIRCLE HIGHEST GRADE COMPLETED  
1 2 3 4 5 6 7 8 9 10 12/GED Technical 1 2 3 4 College 1 2 3 4 5 6

HIGH SCHOOL NAME	LOCATION (CITY/STATE)	
COLLEGE/UNIVERSITY NAME	TYPE OF DEGREE	MAJOR
TECHNICAL/BUSINESS SCHOOL NAME	TYPE OF DEGREE	MAJOR
ADDITIONAL COLLEGE/TECHNICAL SCHOOL NAME	TYPE OF DEGREE	MAJOR

LIST SPECIALIZED TRAINING, CURRENT PROFESSIONAL CERTIFICATIONS AND VOLUNTEER WORK RELEVANT TO THE POSITION:

**SPECIAL SKILLS OR QUALIFICATIONS**

<p><b>OFFICE WORK:</b> THE FOLLOWING INFORMATION MUST BE PROVIDED IF YOU ARE APPLYING FOR POSITIONS REQUIRING TYPING ABILITY OR COMPUTER SKILLS. NUMBER OF WORDS PER MINUTE: _____</p> <p>EXPERIENCE WITH PERSONAL COMPUTER <input type="checkbox"/> YES <input type="checkbox"/> NO LIST SOFTWARE YOU ARE FAMILIAR WITH: _____ _____</p>	<p>LIST OFFICE MACHINES, SPECIALIZED EQUIPMENT WHICH YOU CAN OPERATE SKILLFULLY: _____ _____ _____</p> <p>EXPERIENCE IN TRANSCRIBING MECHANICALLY RECORDED MATERIAL <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL FUNCTIONS/DUTIES OF THE JOB YOU ARE APPLYING FOR? (PLEASE REFER TO JOB DESCRIPTION)  YES  NO IF NO, PLEASE IDENTIFY WHICH ESSENTIAL FUNCTIONS YOU COULD PERFORM WITH REASONABLE ACCOMODATIONS.

DO YOU HAVE ANY CRIMINAL CHARGES PENDING OTHER THAN MINOR TRAFFIC VIOLATIONS? (PENDING CRIMINAL CHARGES ARE NOT AN AUTOMATIC BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED ON ITS OWN MERITS)  YES  NO IF YES, PLEASE EXPLAIN:

IMPORTANT: WE NEED THE INFORMATION REQUESTED BELOW TO AID US IN DETERMINING YOUR QUALIFICATIONS FOR THE POSITION. IT IS IMPORTANT THAT THIS DATA BE AS COMPLETE AS POSSIBLE IN ORDER THAT YOU RECEIVE MAXIMUM CONSIDERATION. PLEASE LIST YOUR PRESENT AND PAST FULL AND PART-TIME EMPLOYMENT. GIVE SPECIAL ATTENTION TO EXPERIENCE RELATING TO THE JOB FOR WHICH YOU ARE APPLYING. BE SURE TO GIVE VOLUNTEER WORK AND ANY RELATED SELF-EMPLOYMENT AND MILITARY SERVICE. YOU NEED NOT GO BACK BEYOND 10 YEARS UNLESS YOU FEEL PRIOR EXPERIENCE IS REASONABLY RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING. USE ADDITIONAL SHEET(S) IF NECESSARY. YOU MAY ALSO ATTACH A BRIEF RESUME TO FURTHER EXPLAIN YOUR QUALIFICATIONS; HOWEVER, YOU MUST PROVIDE ALL THE INFORMATION REQUESTED BELOW TO BE CONSIDERED FOR THE POSITION.

FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		

**PERSONAL REFERENCES (Excluding relatives)**

NAME AND OCCUPATION	ADDRESS	TELEPHONE

I CERTIFY THAT THE INFORMATION PROVIDED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND IF I AM EMPLOYED, ANY FALSE STATEMENTS OR OMISSIONS MAY LEAD TO IMMEDIATE DISMISSAL AND I AGREE THAT THE VILLAGE SHALL NOT BE HELD LIABLE IN ANY RESPECT IF MY EMPLOYMENT IS TERMINATED FOR SUCH REASON. YOU ARE HEREBY AUTHORIZED TO VERIFY THE INFORMATION I HAVE SUPPLIED AND TO CONDUCT ANY INVESTIGATION TO THE INFORMATION PROVIDED AND MY PERSONAL HISTORY. I AUTHORIZE THE COMPANIES, SCHOOLS AND PERSONS NAMED ABOVE TO GIVE ANY INFORMATION REQUESTED REGARDING MY EMPLOYMENT, CHARACTER AND QUALIFICATIONS, AND RELEASE AND HOLD HARMLESS THE VILLAGE OF PLOVER AND THE COMPANIES, SCHOOLS AND PERSONS SEEKING OR PROVIDING SUCH INFORMATION FROM ANY AND ALL LIABILITY. I FURTHER UNDERSTAND THAT ANY OFFER OF EMPLOYMENT MAY BE CONDITIONED UPON THE RESULTS OF A PHYSICAL EXAMINATION AND/OR SUBSTANCE ABUSE SCREENING.

I FURTHER UNDERSTAND THAT MY CLASSIFICATION AS AN EMPLOYEE DEPENDS UPON SUCCESSFULLY PERFORMING ASSIGNED WORK DURING THE ORIENTATION PERIOD. I UNDERSTAND MY APPLICATION WILL BE PROCESSED IN A CONFIDENTIAL MANNER. I AUTHORIZE A RELEASE OF ANY RECORDS PERTAINING TO MY EDUCATION, EMPLOYMENT, AND POLICE AND/OR PERSONAL REFERENCE TO THE VILLAGE OF PLOVER.

SIGNATURE OF APPLICANT

DATE