

VILLAGE/TOWN OF SOMERS

PUBLIC WORKS I

The Village of Somers seeks a candidate to fill the position of Public Works I. This is a full-time position within the Village of Somers Public Works Department. This position reports to the Public Works Superintendent. The Public Works I position will be engaged in a variety of street, utility, park, building or other activities that are essential to maintain the infrastructure of the Village and Town of Somers. He/she will be required to perform their assigned tasks in an independent manner and must work cohesively with other Public Works Personnel to perform the assigned tasks in a diligent manner that achieves expected outcomes. He/she will be responsible for communicating to their supervisor the outcomes of their assigned task and reporting any irregularities that occurred.

Why Join our Community?

The Village is a growing community. Our population will soon be over 10,000. The Village is highly sought after by businesses and residents who want to live and work here. We have and will continue to experience significant business growth, due to our proximity to I-94. We are perfectly located between the City of Kenosha, City of Racine, City of Milwaukee and the City of Chicago. Both General Mitchell and O'Hare airports are within an hour drive of Somers. The Village is home to an abundance of parks, bike trails, Lake Michigan, top quality health care facilities, restaurants, and shopping.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs or assists with the general street maintenance of Village/Town roads. Including evaluating, inspecting and performing repairs and concrete, and installing and maintain road shoulder.
- Performs or assists with the repair and maintenance of Village/Town vehicles and equipment.
- Evaluated and provides input into the acquisition of new tools and equipment.
- Maintain any necessary required records that are associated with assigned takes.
- Work with contractors, vendors, and other outside sources as required.
- Assist in a professional and courteous manner the investigation and resolution of requests and complaints from the general citizens of the Village/Town.
- Assists in maintenance, inspection, repair, and installation of wastewater collection and plumbing facilities, including piping valves, pumps, controls, and specialized wastewater equipment.
- Maintains, operates, inspects and repairs water distribution systems, including piping, meters, hydrants, valves, pumps, controls, and other equipment that may be required to support the water distribution system including the installation and repair of water meters.

- Maintains and makes repairs to storm sewer piping and catch basins.
- Performs the required water testing designed by Governmental Department, and knowledge to operate the test equipment associated with testing.
- Installs and maintains required signage needed on public and private roadways in accordance with municipal and Department of Transportation requirements including knowledge of required road markings, guard rails and other roadway identification requirements.
- Performs other related duties as may be assigned by the Public Works Superintendent.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possession of a valid Class “A” CDL driver’s license with combination endorsements and updates to meet requirements for renewal or to meet state mandated requirements to perform the job.
- First Aid and CPR training and certifications. (Recertification is required every two (2) years).
- Annual Bloodborne Pathogen Certification.
- Annual Lockout / Tagout Training.
- Personal Protective Equipment Training.
- Confined Space Entry training and certification desired pre-employment or ability to obtain post-employment.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma, G.E.D., or equivalent, and one year of work experience desired, or an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.
- First Aid and CPR training and certifications. (Recertification is required every two (2) years).
- Maintain all required training / continuing education for required certifications.

SKILLS AND ABILITIES:

- Operate light and heavy truck, snowplows, backhoe, skid loader, sewer jet vacuum truck, excavator,
- General knowledge of reading and interpretation of blueprints.
- Knowledge of basic computer functions.

RESIDENCY:

- Due to need for emergency response residency within the Village/Town is encouraged.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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.

- Must pass a criminal records check, an employment physical, and a drug alcohol screening test ongoing per employee Manual.
- Participates in random testing as part of the Village's testing program.
- Work may be performed inside a building or structure or outside in varying and extreme weather conditions for extended periods of time.
- Physical effort may be required to perform heavy manual labor in conjunction with Public Works staff in cramped spaces and under uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.
- May be exposed to dust, traffic, and excessively loud noises from construction equipment.
- Agrees to all requirements/per employee and procedures manual.
- Capable of lifting objects and equipment ranging in weight up to 75 pounds.
- Subject to 24 hours on call assignment under emergency conditions and to availability for rotating on-call assignments with the Public Works Superintendent.

WORK SCHEDULE:

- This position is located at Village/Town Hall in Somers. Standard Shift hours are 7:00 AM to 3:30 PM and some evening and weekend work is required.

The Village/Town of Somers offers excellent benefit package including Wisconsin Retirement System, health & dental insurance.

Please send Employment Application and Resume with References to: Village of Somers, Attn: Kevin Poirier, Assistant to Village/Town Administrator, PO Box 197, Somers, WI 53171 or email kpoirier@somers.org

EMPLOYMENT APPLICATION

The Village of Somers is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, age, sex, religion or national origin.

APPLICANT PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE ANSWERING ANY QUESTIONS.

1. Please print or type all information. Answer all questions as completely as space will permit. Failure to complete application may prohibit you from proceeding in the evaluation process for this position.
2. Statements made in this application are subject to verification. The detection of false statements is a cause for disqualification or dismissal.
3. Date and sign the application on page 5.
4. Keep a copy of application materials for your files.

Position Applying for:		Full Time	Part Time
How did you find out about the position you are applying for?			
Personal Information			
First Name:	Middle Initial:	Last Name:	Suffix:
Address:	City:	State	Zip:
Daytime Phone:	Cell Phone:		
Email:			
Are you legally entitled to work in the United States?		Yes	No
Are you age 18 or over?	Yes	No	If no enter date of birth:
Do you have a valid Driver's License?		License #:	
Yes No			
Do you possess a valid Commercial Driver's License?		If yes, check all that apply:	
Yes No		A	B C D H
Special skills and qualifications that may apply to the position: (Please include all computer software which you can operate skillfully):			
List any memberships in professional or technical associations:			
Current certifications, licenses, or registrations as a member of a trade or profession:			

Education and Training Education and Training

Name and Location of High School:

Highest Grade or Year Completed:

Do you have a high school Diploma or GED?

Yes No

Training Beyond High School

(College or University, Business College or other schools you have attended)

<u>Name & Location</u>	<u>Dates Attended</u>	<u>Graduated?</u>	<u>Minor/Major</u>
		Yes No	
		Yes No	
		Yes No	
		Yes No	

Describe any education and training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in service training, or volunteer work which you feel is relevant to the job you are applying for.

References

<u>Name:</u>	<u>Phone Number:</u>	<u>Occupation:</u>	<u>Years Known:</u>

Employment History <i>(most recent job first)</i>				
Name and Location of Employer:		Type of Business:		
Your Job Title:	Full Time:	Dates Employed:		
	Part Time:			
Your Duties:				
Supervisor's Name:		Supervisor's Phone Number:		
May we contact now?	Yes No	<table border="1" style="width: 100%;"> <tr> <td>Starting Salary:</td> <td>Ending Salary:</td> </tr> </table>	Starting Salary:	Ending Salary:
Starting Salary:	Ending Salary:			
Reason(s) for leaving?				

Name and Location of Employer:		Type of Business:		
Your Job Title:	Full Time:	Dates Employed:		
	Part Time:			
Your Duties:				
Supervisor's Name:		Supervisor's Phone Number:		
May we contact now?	Yes No	<table border="1" style="width: 100%;"> <tr> <td>Starting Salary:</td> <td>Ending Salary:</td> </tr> </table>	Starting Salary:	Ending Salary:
Starting Salary:	Ending Salary:			
Reason(s) for leaving?				

Employment History (continued)						
Name and Location of Employer:		Type of Business:				
Your Job Title:	Full Time:	Dates Employed:				
	Part Time:					
Your Duties:						
Supervisor's Name:		Supervisor's Phone Number:				
May we contact now?	Yes No	<table border="1"> <tr> <td>Starting Salary:</td> <td>Ending Salary:</td> </tr> <tr> <td style="text-align: center;">-</td> <td></td> </tr> </table>	Starting Salary:	Ending Salary:	-	
Starting Salary:	Ending Salary:					
-						
Reason(s) for leaving?						

Name and Location of Employer:		Type of Business:				
Your Job Title:	Full Time:	Dates Employed:				
	Part Time:					
Your Duties:						
Supervisor's Name:		Supervisor's Phone Number:				
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Starting Salary:	Ending Salary:					
Reason(s) for leaving?						

Have you ever been convicted of any violations of law, other than minor traffic violations?
If yes, for what have you been convicted, when, where and penalty imposed?
Note: Convictions are not an automatic bar to employment, but are reviewed in relation to the job for which you applied. Convictions not reported may be cause for discharge.



**APPLICANT’S CERTIFICATION AND AGREEMENT
CAREFULLY READ THIS APPLICATION AND YOUR ANSWERS AND CERTIFICATION AND
AGREEMENT BELOW BEFORE SIGNING.**

I certify that answers given herein are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions of material fact herein subjects me to disqualification or dismissal.

I authorize the Village of Somers to make such investigations and inquiries of my personal employment, financial and other related matters as may be necessary at arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. A copy of this authorization shall be effective as the original.

I authorize the Village of Somers to make such investigation of my medical history, as may be necessary only after I have received a conditional job offer by the Village of Somers.

I further understand that in the event of employment by the Village of Somers, my classification as a permanent employee depends upon my successfully performing work assigned me during a probationary period, where applicable.

I also understand that covered employees are compensated for overtime work in accordance with the Fair Labor Standards Act. Applicants should discuss overtime pay practices with the appointing authority prior to accepting employment with the Village of Somers.

SIGNATURE OF APPLICANT:

DATE:

Thank you for completing this application and for your interest in employment with us. We would like to assure you that your opportunity for employment with the Village of Somers will be based on your merit and qualifications and no other consideration.

<i>Office Use Only</i>		
Interviewed by:	Date Interviewed:	
Notes, Comments, Recommendations:		
Hire Date:	Will Report On:	
Approved by: Department Head Administrator Village Board Other _____		
Job Title:	Department:	Salary/Hourly Rate: