

City of Waupun Job Description

Job Title: Light Equipment Operator
Department: Public Works
Reports To: Director of Public Works
FLSA Status: Non-Exempt
Prepared By: Director of Public Works
Approved By: Common Council
Approved Date: January 31, 2017

SUMMARY

Performs duties in construction and/or maintenance of equipment, storm sewers, streets, municipal buildings, parks, and grounds.

ESSENTIAL DUTIES

- Operates equipment, including, but not limited to: dump truck/plow/wing/salter, skid loader, forklift, street sweeper, lawn mowers, etc. for street re-construction, snow removal, street sweeping and hauling debris, etc.
- Maintains municipal vehicles/equipment (i.e. grease, checking fluid levels, changing blades, painting and cleaning, etc.).
- Maintains municipal buildings and parks (i.e. remodeling, repairing tables, benches, sheds, stowing equipment, removal of ice, testing boilers and generators and cleaning, etc.).
- Performs general to complex carpentry, including, but not limited to: sheds, cabinets, drywall, painting, staining, etc.
- Installs/repairs storm sewer (reads cut sheets and layouts, checks grades, repairs manholes/inlets, jets and cleans mainlines and inlets, etc.)
- Removes and installs sidewalk, curb & gutter, driveway approaches, etc.
- Performs basic electrical, plumbing and locksmith work (i.e. running data cables/phone/TV lines, change light bulbs, switches, ballasts; sweat pipes, unclog drains, maintain sump pump, etc.).
- Mows grass and trims hedges, fence lines, trees and roadways on municipal properties and parks, etc.
- Installs and replaces municipal signs (streets, city property).
- Removes citizen's leaf and brush debris during fall and spring clean ups.
- Cleans up debris after storms (i.e. tornados, floods, snow).
- Occasionally operates heavy equipment, including, but not limited to: backhoe, front end loader, drop hammer, etc.
- Attends safety awareness training and meetings.
- Fills out paper work (detailed reports on everyday duties)
- Sets up for community events (i.e. elections, festivals, etc.).
- Sprays municipal properties for weeds annually (i.e. parks, road right-of-ways).
- Paints street center lines, curbing and parking stalls.
- Maintains aquatic center facilities in accordance with defined pool maintenance standards.

NON-ESSENTIAL DUTIES

- Repairs/changes and installs flags, Christmas lights, emergency lights, fire extinguishers etc.
- Picks-up garbage in municipal parks and buildings, and other areas of the City.
- Operates chain saws, including, but not limited to: tree removal, storm damage, etc.
- Orders supplies (i.e. chemicals, cleaners, paper supplies, etc.).
- Paints municipal garbage cans
- Installs Cold/Hot Mix patch to fill pot holes or patches
- Answers telephone at shop
- Performs other duties and responsibilities as assigned.

OTHER REQUIREMENTS

This position is typically required to work occasional overtime, and more frequent overtime during the winter months. Additionally, weekend summer rotational schedules are required to cover pool maintenance and call in requirements.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent and five years related experience and/or training; or equivalent combination of education and experience. Requires certification for pool maintenance and/or ability to obtain certification within six months of acceptance of position.

QUALIFICATIONS

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.

- Knowledge of the operation of vehicles and light equipment.
- Ability to operate light equipment.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to provide information in one-on-one and small group situations to public and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to make minor decisions and apply these to work problems.
- Valid commercial motor vehicle license with ABCDN endorsements, with no air brake restrictions, and a good driving record.

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:

- Regularly stand, walk and sit up to 6 or more hours during their shift.
- Reach with hands and arms.
- Climb, balance, stoop and crawl.
- Talk and hear.
- Regularly lift and/or move up to 50 pounds.
- Occasionally lift and/or more up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock and vibration
- Occasional exposure to high, precarious places and toxic or caustic chemicals.

**CITY OF WAUPUN
APPLICATION FOR EMPLOYMENT**

AN EQUAL OPPORTUNITY EMPLOYER

MAIL APPLICATION TO:
CITY OF WAUPUN
201 E. MAIN STREET
WAUPUN, WI 53963

920-324-7900 - PHONE
920-324-7939 - FAX
cityofwaupun.org - WEBSITE

INSTRUCTIONS:

To be filled out by the applicant only. If you are physically unable to fill out this application, you may request reasonable accommodations in completing the form. Answer all questions. Print neatly and accurately. Attach supplements if necessary. Exclude any reference that may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability.

- Incomplete applications MAY NOT BE CONSIDERED.
- If resume is submitted, DO NOT write "see resume".
- DATE and SIGN this application.
- Please complete this application in blue or black ink. Do not type.
- You are not required to furnish any information, which is prohibited by federal, state or local law.

TITLE OF POSITION YOU ARE APPLYING FOR: _____		DEPARTMENT: _____	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary/Limited Term Employment		TODAY'S DATE: _____	
Name: (Last) _____ (First) _____ (M.I.) _____		Home Phone: () _____ - _____	
Current Address: (Street) _____ (Apt. #) _____ _____ (City) _____ (State) _____ (Zip Code) _____		Business Phone: () _____ - _____ Can we contact you at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list hours _____	
Permanent Address: (Street) _____ (Apt. #) _____ <i>(If different than current address)</i> _____ (City) _____ (State) _____ (Zip Code) _____			
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		When will you be available for employment? _____	
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and have a valid work permit.</i>		Email Address: _____ Can we contact you here? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been employed by the City of Waupun _____ ? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: when, in what position, and in what department? _____ <i>The City of Waupun shall prohibit employment of an individual if he/she would be directly supervising or receiving direct supervision from a family member.</i> List any relatives employed by the City of Waupun or serving as elected or appointed officials: _____			
Do you possess a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you possess a valid Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Type/Class: _____ Do you possess any other License? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____			
If you are applying for a job where you need to drive your car while on City business, can you make arrangements to meet the City's minimum liability insurance requirements on your vehicle (\$100,000 each person bodily injury; \$300,000 each accident bodily injury; \$50,000 property damage liability)? <input type="checkbox"/> Yes <input type="checkbox"/> No			

List any memberships in professional or technical associations.	List any current license or registration as a member of a trade or profession:
-----------------------------------------------------------------	--------------------------------------------------------------------------------

THIS SECTION MUST BE COMPLETED! Please list ALL instances in which you were convicted for crimes (misdemeanors or felonies), ordinance violations, traffic violations and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of employment. Please check Yes or No. If Yes, please explain below (you may attach another sheet if necessary). Approximate dates may be listed:

Date	Location	Charge	Court	Disposition of Case

NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.

Did you graduate from high school? Yes No
 Name of school: _____
 Location of school: _____ If no, have you passed a high school equivalency or GED test: Yes No
 Location: _____

Special skills & qualifications – this information must be provided if you are applying for a position requiring these skills:
 Experience transcribing mechanically-recorded material? Yes No Typing speed (if known): _____ WPM
 Experience using a 10-key adding machine? Yes No _____ KPM
 List any additional office equipment which you can operate skillfully: _____

 List all computer software which you can operate skillfully: _____

Foreign language (spoken or read with proficiency):
 French German Spanish Hmong Other: _____
 Are you a certified Police Officer? Yes No Date certified: _____ State certified by: _____

Equipment or Machinery Operation – List any and all equipment and machinery you have operated that may pertain to this position (example: Dump Truck, Skid Loader, Rubber Tire Backhoe, Riding Lawn Mower, etc.) *(You may attach another sheet if necessary).*

Training beyond high school:

College or university, technical, nursing, business college or other schools you have attended.

College, university or school – name, location and phone number	Presently attending	Major field	Type of degree received	Credits earned	GPA

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, police academy, in-service training. Please provide dates.

IMPORTANT: You must complete the employment sections of this application. Use additional sheets if necessary. You may attach a resume to further explain your qualifications. Please list a minimum of prior ten year's experience and education.

Are you currently **unemployed**? No Yes, since _____

List any time periods of past **unemployed** status: _____

Applicant Name: _____

EMPLOYMENT SECTION: (Please start with your most recent position – include military service)

From (month & year)	Title of your PRESENT/MOST RECENT position:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	_____
Hours each week:	Address:		_____
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		_____
Starting salary (indicate yearly, monthly or hourly):	If currently employed, may we contact that employer? <input type="checkbox"/> yes <input type="checkbox"/> no, not at this time	Reason for leaving or considering change:	_____
Present salary (indicate yearly, monthly or hourly):	Number of employees you supervise:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	_____

From (month & year)	Title of position held:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	_____
Hours each week:	Address:		_____
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		_____
Starting salary (indicate yearly, monthly or hourly):	Number of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	_____
Present salary (indicate yearly, monthly or hourly):	Reason for leaving:		_____

From (month & year)	Title of position held:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	_____
Hours each week:	Address:		_____
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		_____
Starting salary (indicate yearly, monthly or hourly):	Number of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	_____
Present salary (indicate yearly, monthly or hourly):	Reason for leaving:		_____

Please use a separate sheet of paper for additional employers

OTHER EXPERIENCE

(Include volunteer experience, internships, and/or jobs, not included in the employment section.)

Company Name/Location	Job Title	Dates Employed (month/year)		Annual salary	Full or part-time
		From:	To:		
		From:	To:		

Please explain any gaps in employment: _____

REFERENCES

Work or education related (e.g., former employers, supervisors, co-workers, school faculty). No relatives/significant others.

	NAME/TELEPHONE/ADDRESS	OCCUPATION	NATURE OF RELATIONSHIP
1.			
2.			
3.			
4.			
5.			

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements, ask a Human Resources representative prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

Initial:

_____ I authorize any person contacted to provide the City of Waupun any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the City of Waupun to request employment records from my present and/or former employer(s). I release and hold harmless the City of Waupun, their officers, agents and employees, and the person (s) providing the information from any liability related to the providing of this information.

Initial:

_____ I understand that after receiving a conditional offer of employment I may be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with the City of Waupun. I consent freely and voluntarily to participant in required drug tests and/or a pre-employment physical exam at a location selected by the City of Waupun, and consent to the release of the test results to the City of Waupun. I hereby release and hold harmless the City of Waupun, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or a pre-employment exam and decisions concerning employment based upon the results of the tests.

Initial:

_____ I authorize the City of Waupun, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the City of Waupun, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by the City of Waupun only if it substantially releases to the position applied for.

Initial:

_____ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, the City of Waupun reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

Initial:

_____ I agree to use such personal protective equipment and devices as may be required by the City of Waupun and to comply with safety rules and requirements. In addition, I understand that the City of Waupun maintains a workplace free from drugs, harassment and violence.

Initial:

_____ I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of the City of Waupun has the authority to make any assurances to the contrary.

Initial:

_____ I understand that the City of Waupun has established a condition of employment for all Firefighters which prohibits the use of any tobacco product on or off duty during the entire tenure of employment. By initialing here I accept this policy and understand any violation of this policy in the future is grounds for immediate dismissal.

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Notice – Wisconsin Open Records Law: Under Section 19.36(7) of Wisconsin Statutes, the names of the "Final Candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "Final Candidate" they can do so by making a separate request in writing.

The City of Waupun is committed to the equality of opportunity for all people. It is the policy of the City of Waupun to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Applicant's Signature _____

_____ Date

Please use our website at www.cityofwaupun.org for more information about the City of Waupun or for additional copies of this application.

Name: _____

Mechanic-Lt Equipment Operator Questionnaire

Please fill out information below. If additional space is required please add it to another sheet of paper.

Check equipment that you operated in the past year and then circle the frequency –

Dump Truck (size)

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Rubber Tire Backhoe

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Tractor Trailer

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Skid Steer

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Fork Lift

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Riding Lawn mowers

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Rollers

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

List other pieces of equipment that you have operated in the past year and that are not listed above and their frequency –

1. _____
2. _____
3. _____
4. _____
5. _____

Check hand and power tools that you used in the past year and then circle the frequency –

Chain saw

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Shovel

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Table saw

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Push Lawn Mowers

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Weed Eaters

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Air Hammer

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Concrete Saw

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

Walk Behind Compactors

Occasionally (0 – 20 times)

Often (21- 40 times)

Frequently (41-plus times)

List other hand tools that you have used that are not listed above –

1. _____
2. _____
3. _____
4. _____
5. _____

List general to complex carpentry jobs that you have performed. If none put NA

1. _____
2. _____
3. _____
4. _____
5. _____

Name:

List general concrete work –

List general road work and construction repair –

List any landscaping projects that you have worked on –

List any building and remodeling skills –

Name:

Check any of the following that you have been involved installing and repairing

- Stormsewer
- Curb and gutter
- Sidewalk
- Driveway approach

