



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Dec. 4, 2018

TO: Department Heads
FROM: Matt Trebatoski, City Manager
SUBJECT: Vacancy – ***Please Post***

A vacancy exists for the position of Crewperson in the Public Works Department. The anticipated start date for the position is immediate. The City is now accepting applications until December 14, 2018 or until the position is filled.

Those who qualify for the position described below are requested to submit a cover letter, resume and references.

Characteristic Work of the Class

Nature: Under general supervision to perform a variety of maintenance and repair tasks of more than ordinary difficulty requiring certain techniques or special knowledge which generally are acquired through experience on the job; and to perform related work as required.

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example:

1. Builds, repairs, and cleans sanitary and storm sewers, manholes and catchbasins.
2. Constructs and maintains City streets not out of their classification.
3. Pours and finishes concrete.
4. Operates equipment and machines incidental to public works maintenance activities.
5. Trims and removes trees.
6. Drives truck – hauling sand, gravel, stone, etc.
7. Cuts grass and shovels or plows snow.
8. Performs a variety of building maintenance repair duties.
9. Performs minor maintenance to motorized equipment.
10. Maintains records and prepares reports.

Qualifications

Essential Knowledge and Abilities:

1. Considerable knowledge of the methods, materials, tools and equipment commonly used in public works construction and maintenance work.
2. Considerable knowledge of occupational hazards and safe work practices.

3. Considerable knowledge of building maintenance repair work.
4. Ability to perform manual labor for extended periods and to withstand exposure to variable weather conditions.
5. Ability to perform a variety of building maintenance repair tasks.
6. Ability to understand and effectively carry out oral and written instructions.

Minimum Training and Experience Required to Perform Essential Job Functions

1. Graduation from high school.
2. Two or more years of experience in construction and maintenance work, and a C.D.L. Driver's Permit.

The City of Fort Atkinson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

<u>Wage Rates:</u>	Starting	\$19.7895/hour
	18-Months	\$20.8301/hour
	36-Months	\$21.9285/hour