

City of Bayfield Employment Opportunity

Public Works Laborer

Company: City of Bayfield	Contact: Tom Kovachevich, PWD or Billie L. Hoopman, Clerk
Street Address: 125 South First Street	Phone: 715-779-5712
City, State, Zip: Bayfield, WI 54814	Email: cityclerk@cityofbayfield.com
County: Bayfield	Fax: 715-779-5094
Job Title: Public Works Laborer	
<p>Job Description: Performs common labor tasks and maintenance during all seasons in/on city streets, parks, buildings, and utilities, including water and sewer related duties.</p> <p>All applications are due by 1 p.m. on November 10, 2020. Applicant may be subjected to an oral interview and a background investigation.</p>	
Salary: \$21.73, 10% reduction during one-year training period where	
Benefits: Vacation, Personal Time, Sick, Retirement and Health Insurance	
Position: 40 hrs. week/ weekdays, some weekends	
Application Deadline: November 10, 2020, 1 p.m.	
<p>Candidate Consideration:</p> <ol style="list-style-type: none"> 1. Personal Interview 2. Background Investigation 	
<p>Each applicant must provide the following:</p> <ol style="list-style-type: none"> 1. Letter of Interest 2. Completed Application 3. Applicable job-related degrees, certificates, licenses (if any). 	

CITY of BAYFIELD

Position Description

POSITION TITLE: Public Works Laborer

REPORTS TO: Director of Public Works

JOB SUMMARY:

Performs common labor tasks and maintenance during all seasons in/on city streets, parks, buildings, and utilities including water and sewer related duties.

ESSENTIAL DUTIES:

- Maintains streets and alleys including snow removal, sanding, sweeping, clearing ditches, cutting, and pruning trees in boulevards
- Cuts grass and removes debris from all City owned property
- Maintains all City park areas including tree removal, cleaning bathrooms, removing garbage, cutting wood, repairing, and painting tables
- Places and removes holiday decorations from parks
- Removes garbage from all City buildings and park areas
- Repairs lights at all City buildings
- Removes snow from sidewalks and City buildings
- Paints interior and exterior of City buildings
- Repairs and maintains City buildings including windows, doors, screens, and roofs
- Repairs and maintains sewer and water pipes including replacement and cleaning when plugged
- Hauls sewer sludge
- Removes built-up snowbanks as necessary
- Repairs streets including patching holes, painting lines for parking in handicapped zones
- Repairs and/or places street signs
- Repairs and maintains Marina equipment including decks, hoses, and ice removal
- Cleans and replaces culverts and drains when necessary
- Places and removes traffic control devices for special events such as Apple Festival
- Maintains all tools and equipment in Street Department
- Performs minor maintenance on all department power tools and vehicles
- Performs cemetery maintenance including digging graves, seeding, and replacing sod as grave covering
- Places garbage barrels, flags, signs, and banners for special events
- Performs heavy maintenance at the Greater Bayfield WWTP.

NON-ESSENTIAL DUTIES:

- Performs other duties as specified by the Director of Public Works

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Month and Year	Name & Address of Employer	Salary Upon Leaving	Position	Reason for leaving
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				

REFERNECES:

Name	Address & Phone Number	Position	Years Acquainted
1.			
2.			
3.			

AUTHORIZATION:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Bayfield.

I understand that any employment is conditioned on a background check. I authorize the City of Bayfield to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in the application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to medical examination(s) or drug test(s) at any time deemed appropriate by the City and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Bayfield's Drug and Alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The City retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature _____

Date _____