

# VILLAGE OF COLOMA

**Title of Position:** Maintenance Worker  
**Reports to:** Director of Public Works; Village Board  
**Employment Category:** Full-Time  
**Probationary Period:** up to 12 months

## General Nature of Position

Maintenance Worker (MW) performs manual work on a number of year-round and seasonal public works tasks; including streets, lawn mowing, sewers, water system and storm drainage.

The MW should have knowledge of public works systems and operations. Since the MW is also a Village Water System and wastewater treatment plant operator, a license from the Wisconsin Dept. of Natural Resources is necessary. MW has 12 months to obtain the necessary certifications for the water/sewer systems in the Village.

The MW has the ability to work independently and without constant supervision.

Must coordinate work schedule with other departmental employees.

## Description of Duties

### Streets and related

- Repairs and maintains streets, sidewalks and alleys
- Plows and removes snow from streets and public lots
- Sands and/or salts streets and alleys
- Clears snow from sidewalks and driveways of Village buildings
- Repairs, replaces and erects traffic signs
- Paints crosswalks, curbs and parking lines.
- Haul gravel, sand, dirt and other bulk materials
- Performs duties as assigned by the Director of Public Works, Village Clerk, Committee members or Village Board

### Solid waste

- Collects and disposes of brush ~~as scheduled~~ *if needed*.

### Cemeteries

- Plows roads as needed.
- *Mows grass as needed.*

### Maintenance

- Assists in routine maintenance and repair of vehicles and equipment

- Performs maintenance and repair work in Village-owned buildings
- Assists in maintenance and repair work at the wastewater treatment plant and water system plant.

#### Other

- Maintains sanitary sewers
- Cleans storm sewers and catch basins, culverts and ditches
- Assists in the installation of storm and sanitary sewers
- Mows grass on roadsides and around Village-owned buildings and facilities
- Cuts noxious weeds
- Installs and removes flags, banners and other hangings
- Flushes Village Hydrants
- Reads water meters
- DNR required water samples
- Performs other work as required

#### **Physical Demands**

The physical demands of the MW position must be met by the employee to successfully perform the essential duties of the job.

The job requires a combination of indoor/outdoor duties.

Hand-eye coordination is necessary to operate computers and various pieces of equipment.

#### **Work Environment**

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet, cold, hot and humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration and at times high noise levels.

The employee will be provided with proper Eye protection; Ear protection, face masks for respiratory protection, and will be required to wear safety footwear.



Have you been convicted of a felony within the last 7 years?  Yes  No  
(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Veteran of the U.S. Military Service?  Yes  No      If Yes, give date \_\_\_\_\_

List professional, trade, business or civic activities and offices held.  
(You may exclude those which indicate race, color, religion, sex or national origin): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## References

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Give name, address, email address and telephone number of three references that are not related to you and are not previous employers.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical Or Mental Handicaps.

Government contractors are subject to 38 USC2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

Handicapped Individual    Disabled Veteran    Vietnam Era Veteran

Signed \_\_\_\_\_

# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1				
Employer	Telephone ( )	Dates Employed		Worked Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
2				
Employer	Telephone ( )	Dates Employed		Worked Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
3				
Employer	Telephone ( )	Dates Employed		Worked Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
4				
Employer	Telephone ( )	Dates Employed		Worked Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

If you need additional space, please continue on separate sheet of paper.

## Special Skills & Qualifications

Summarize special skills and qualifications acquired from employment or other experience

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# Education

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	Elementary	High	College/University	Graduate/Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe course of Study:				
Describe Specialized Training, apprenticeship, Skills, and Extra-Curricular Activities				
Honors Received:				

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State any additional information you feel may be helpful to us in considering your application.

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## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**For Personnel Department Use Only**

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

INTERVIEWER

DATE

Employed  Yes  No

Date of Employment \_\_\_\_\_

Hourly Rate/

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

NAME AND TITLE

DATE

