

**VILLAGE OF ELKHART LAKE
POSITION AVAILABLE**

**Public Works Crew Position
Full-time (40 hours per week)**

The Village of Elkhart Lake (pop. 1000) is seeking qualified candidates for the public works crew position. The public works department is responsible for a wide variety of tasks, including, but not limited to:

1. Participates in and performs street repair, manhole and pothole patching, sidewalk improvements, sidewalk inspections, painting street lines and curbs, emptying trash receptacles, snow and ice removal & hauling, and related roadway operations.
2. Helps with the maintenance, repair, and cleaning of sanitary and storm sewers, water mains, and hydrants. Helps to perform standardized tests, takes samples, regulates conditions, and keeps records for water distribution operations.
3. Helps service and perform maintenance on equipment including pickups, trucks, tractors, building maintenance, etc.
4. Assists in cleaning, maintaining, mowing the lawn and raking the leaves at Village Properties.
5. Assists in the operation and maintenance of the Village's water wells, distribution system and related equipment, buildings and grounds.
6. Serves on-call duty and responds to calls for assistance during evening and weekend hours. Also works scheduled hours on event weekends in the Village.
7. Weekend work required (approximately twice a month): reading wells (pumps), cleaning garbage, checking the Village streets, water lines, and sewer lines, checking the dumpster, checking the beach and parks, etc.
8. Performs other job duties as required.

Two years of experience in a municipal public works or water department is preferred, but equivalent education and private-sector job experience will be considered. This candidate needs to provide a high level of customer service to Village residents and business owners by promoting a friendly, courteous, and professional work environment. Candidates must possess a valid Wisconsin Driver's License and a Class B CDL or obtain one within 60 days of hire. Finally, interested candidates must hold a Wisconsin Certified Water Operator in Groundwater and Distribution, or obtain the licenses within 6 months of hire. This position also requires the ability to operate and maneuver equipment. Candidates will also possess computer skills, including using Microsoft Office products. Excellent oral and written communication skills are highly desired.

Hourly wage is between \$16.00 - \$18.50, depending on qualifications. A benefits package includes: vacation, sick time, health, dental, vision, short-term disability, term life insurance, an HSA, participation in the Wisconsin Retirement System, and other voluntary retirement and insurance programs.

Contact the Village of Elkhart Lake at 920-876-2122, or stop in the Village Offices at 40 Pine Street, Elkhart Lake, WI 53020 to pick up an application and to receive a copy of the entire job description. Drop off, send or email letter of interest, application, resume, salary history and references to: clerk@elkhartlakewi.gov or Village of Elkhart Lake, P. O. Box 143, Elkhart Lake, WI 53020 by May 4th, 2017. The Village of Elkhart Lake is an EOE.