

VILLAGE OF NEOSHO
PUBLIC NOTICE
EMPLOYMENT OPENING:

The Village of Neosho has one opening in the Maintenance Department. This is a part-time position of approximately 25 hours per week. Job duties include snow clearing, mowing, varied road maintenance, small engine maintenance, road cold patch repair, varied tree trimming and landscaping, and varied building maintenance. This is a part-time position without benefits, pay to commensurate with experience.

Application packet is available on-line at www.villageofneosho.org on the home page. Packet is also available at the Clerk's Office. This position reports directly to the Village President and Village Board.

Interested persons must complete the Village Employment Application and return to the Village Hall no later than **March 5th**. Completed, signed applications may be returned to the attention of the Village Board, via email at neoshovillage@frontier.com; PO Box 178, Neosho WI 53059; or drop box in front of the Village Hall. Must be 18 years of age and have a current Driver's License or WI State ID.

The Village is an equal opportunity employer.

February 13, 2019

APPLICATION FOR EMPLOYMENT

VILLAGE OF NEOSHO
210 S Schuyler Street
PO Box 178
Neosho WI 53059

POSITION APPLIED FOR: Maintenance Person

PERSONAL INFORMATION

Last Name:	First Name:	MI:
Street:		
City: State:	Zip:	
Home Phone:	Business Phone:	
Social Security Number:		

EDUCATION

High School Attended:		
City/Village:		
Did you graduate?		
College Attended:		
City: State:	From: (Mo/Yr):	
Did you graduate?	Degree/Major:	
College Attended:		
City: State:	From: (Mo/Yr):	
Did you graduate?	Degree/Major:	
Business/Tech School		
City: State:	From: (Mo/Yr):	
Did you graduate?	Degree/Major:	

SPECIAL SKILLS OR TRAINING

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EMPLOYMENT HISTORY

(Begin with current or most recent employer)

From: (Mo/Yr):	To:	Employer's Name and Address:
Position Title or Job Classification:		
Duties:	Supervisor's Name & Telephone:	
	Annual Salary/Wages:	
Reason for Leaving:		
May we Contact your current employer/supervisor? <input type="radio"/> Yes <input type="radio"/> No		
From: (Mo/Yr):	To:	Employer's Name and Address:
Position Title or Job Classification:		
Duties:	Supervisor's Name & Telephone:	
	Annual Salary/Wages:	
Reason for Leaving:		
May we Contact your current employer/supervisor? <input type="radio"/> Yes <input type="radio"/> No		
From: (Mo/Yr):	To:	Employer's Name and Address:
Position Title or Job Classification:		
Duties	Supervisor's Name & Telephone:	
	Annual Salary/Wages:	
Reason for Leaving:		
May we Contact your current employer/supervisor? <input type="radio"/> Yes <input type="radio"/> No		
From: (Mo/Yr):	To:	Employer's Name and Address:
Position Title or Job Classification:		

Duties:	Supervisor's Name & Telephone:
	Annual Salary/Wages:
Reason for Leaving:	
May we Contact your current employer/supervisor? <input type="radio"/> Yes <input type="radio"/> No	

MILITARY SERVICE

Branch of Service	Mo/Yr From	Served To	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

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List Special schools attended/skills acquired during military service

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

REFERENCES (Avoid listing members of the clergy)

Name:	Address:
Position/Title/Profession:	
	Telephone:
Approximately how many years has this individual known you?	
Name:	Address:

Position/Title/Profession:	Telephone:
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Approximately how many years has this individual known you?

Name:	Address:
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Position/Title/Profession:	Telephone:
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Approximately how many years has this individual known you?

SUPPLEMENTARY INFORMATION

Type of employment desired: Part-time

Are you now or were you ever employed by this Village? Yes No

If yes, in what position?

From: (Mo/Yr): To: Reason for leaving:

List any relatives employed by or currently holding an appointive or elective position in this village:

Do you have a valid WI driver's license or State ID? Yes No

A valid Wisconsin driver's license is considered only when it relates to the duties of the position you have applied for.

Have you ever been convicted of a felony? Yes No

If yes, please attach a separate sheet giving full information.

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE. I hereby empower the Village of Neosho to, within one year of its date, obtain information and records pertaining to me.

I UNDERSTAND THAT IF I AM SELECTED FOR EMPLOYMENT FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL. I UNDERSTAND THAT I MAY BE REQUIRED TO A DRUG TEST AND PHYSICAL AND EMPLOYMENT BACKGROUND CHECK.

(Applicant's signature)

(Date signed)

Under the provisions of Section 19.36, Wisconsin Statutes, I request that my identity as an applicant for employment not be revealed without my consent or until required under law.

(Applicant's signature)

(Date signed)

Village of Neosho Maintenance Person Job Description

The Village Maintenance Person performs duties engaged in lawn mowing, snow removal and cleaning activities of village property. Performs other duties as assigned by the Village President or other authorized Village officer. May be required to perform additional or different duties from those set forth below to address current and changing needs.

Primary Goal: To Maintain and, where possible, improve the quality of the assets of the Village of Neosho.

This is a part-time position working no more than approximately 25 hours per week. Additional hours to be approved by the Village President or other authorized Village Officer.

Activities and duties:

1. Engage in safety methods, procedures, and techniques.
2. Winter:
 - Remove snow and ice with a snow shovel and salt walkways, steps etc. as needed.
 - Set up Village equipment for snow removal.
 - Operate snow removal equipment.
 - Maintain a log of equipment maintenance and repair.

Summer:

- Safely and efficiently operate lawn mowers and weeding equipment.
- Plan daily mowing activities. This includes mowing the ball diamond and park, Woodlawn Cemetery, Woodlawn Park and beach area, Village Hall property and Veteran's Park. Also mowing of assessment properties and Neosho School. Planting flowers as requested.
- Trim weeds, branches, and keep all Village areas neat and clean of all garbage and debris. This includes Weed Trimming where needed.
- Maintain a log of equipment maintenance and repair.

Road Maintenance:

- Evaluate and repair road damage including pot holes damaged shoulders with appropriate materials. Cold Patch the streets.
- Report major road damages that exceed the capabilities of the maintenance department to the Village President and or Village Board.
- Assist in the Reporting of Street Light Outages to We Energies.
- Assist in the Replacement of road signs.

Village Hall:

- Perform Building Maintenance and Janitorial as required.
- Receive quote for building repairs as necessary.
- Set up Village Hall and or Parks for special events as requested. This includes voting booths.
- Open Village Hall and or Parks for special events as requested.
- Keep log of Village Hall Maintenance.

Additional:

- Managing Park Rentals and Park Bathrooms. This includes customer contact with renters of the park.
- Cleaning Park Bathrooms and Keep Them Supplies with Essentials.
- Cleaning the Park Area.
- Repairing of Picnic Tables.
- Cleaning of Debris from Storm Drains.
- Trimming of Tree Branches and Hauling of Tree Branches.
- Perform Cemetery Duties as assigned.
- Maintain all main street banners for year-round proper and constant display

3. Perform other related duties as required.

Qualifications:

1. Must be 18 years old.
2. Must have a valid Wisconsin driver's license or state issued ID.

Knowledge of:

1. Operations of building maintenance, snow removal and lawn mowing equipment and tools used in the work.
2. Equipment, tools and materials used in facility maintenance activities.
3. Principles and practices of safety management.

Ability to:

1. Be a self-starter.
2. Work independently without constant supervision.
3. Plan daily tasks and complete them in a timely manner.
4. Able to lift, dig, carry and haul materials.
5. Operate various types of machinery including riding and walk-behind lawn mowers, snow blowers, weed trimmers, and other equipment related to general maintenance. May also need to operate a chain saw or tree trimmer.
6. Identify problems pertaining to Village maintenance.
7. Demonstrate tact and diplomacy with the public.
8. Communicate clearly and concisely.
9. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

1. Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Experience:

Prior experience in related maintenance is not necessary but helpful.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time, to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties to lift, carry, push, and/or pull moderate amounts of weight, to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

The Village, Upon Request, will provide reasonable accommodation in compliance with the law.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements and I believe that I can perform these functions.

Employee Signature: _____

Date: ____/____/____

Witness: _____

*Management has the right to add or change these duties as needed.