

Village of Melrose

Public Works Assistant

The Village of Melrose is seeking qualified candidates to fill a part-time Public Works Assistant vacancy. This position will assist the Public Works Superintendent with maintenance of all Village Public Works to include: 1) maintenance of the Village water and sewer system, 2) maintenance of Village Parks, 3) maintenance of and snow plowing streets, 4) garbage pick-up, 5) Other duties assigned by the Public Works Superintendent.

EDUCATION AND EXPERIENCE REQUIREMENTS: Viable candidates must meet the following criteria to be considered for this position: 1) Have a valid State of Wisconsin Driver's License, 2) Pass a background check and drug test, 3) Be willing to obtain State of Wisconsin Water and Sewer Operator Licenses within 1 year of position acceptance, 4) Be willing to work alternating weekends 5) Be willing to be called into work on short notice to handle emergency situations and snow plow duties, 6) Have computer skills sufficient to submit required on-line reports , 7) Attend pre-requisite safety training courses as determined by the Superintendent, 8) Live within 10 miles of the Village of Melrose.

WAGES: Individual will start at \$12.00 per hour in compensation for work not to exceed 29 hours per week. Compensation has the potential to increase as water and sewer licenses are obtained.

PROBATIONARY PERIOD: The Public Works Superintendent will meet with the Personnel Committee to assess performance following a six month probationary period.

APPLICATION REQUIREMENTS: Please submit: 1) a personal resume detailing past experience and qualifications and 2) a separate letter of application to: Village of Melrose Personnel Committee, PO Box 117, Melrose, WI 54642 not later than March 14, 2014. The Village of Melrose is an Equal Opportunity Employer.