

**City of Portage  
Public Works  
Part-Time Plow Operator**

The City of Portage is accepting applications for a Part-Time Plow Operator in the Streets Division of the Public Works Department. This position requires a valid Class B Commercial Driver's License. Prior equipment operating experience preferred. Working hours are on an as needed basis. The pay range for this position \$25/hour. Residency within 30 minutes of the City limits is desired. Complete position description and application may be found on City of Portage website at [www.portagewi.gov](http://www.portagewi.gov) or obtained from the Portage Municipal Building, 115 W. Pleasant Street.

**Apply: By 4:00 p.m. Friday, November 8, 2024**, to Phil Livingston, Director of Public Works, 115 West Pleasant Street, Portage, WI 53901 or email [philip.livingston@portagewi.gov](mailto:philip.livingston@portagewi.gov). Position will remain open until filled.



*"Where the North Begins"*

## **Job Description: Part-Time Plow Operator**

PAY GROUP: Hourly Rate: 25.00

JOB TITLE: Part-Time Plow Operator (Winter: Mid-November – March)

### **Non-Exempt; Seasonal**

HOURS: As needed (hours not to exceed 800 in calendar year).

MUST BE 18 YEARS OF AGE and possess a Class B Commercial Drivers License

### **Application Deadline – Open until filled**

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#### OBJECTIVE:

Seeking a reliable and flexible part-time seasonal employee to join our team. Candidate to participate in maintaining a healthy, safe environment of all City streets and parking facilities. This position performs tasks as needed dependent on weather activity. There will be no set/guaranteed hours associated with this position.

#### ORGANIZATIONAL RELATIONSHIPS:

1. Report to: Department of Public Works Superintendent.
2. Directs: None.
3. Other: Has contact with other City employees and general public.

#### ESSENTIAL JOB FUNCTIONS:

This is a non-supervisory position. This position exists to perform street and parking lot clearing as well as maintenance during and after snow fall events.

#### PRIMARY RESPONSIBILITIES:

- Performs snow and ice control activities, including but not limited to plowing, salting, brining, and hauling.
- Maintains street cleanliness during and following snow events.
- Ability to work alone maintaining roadway.
- Ability to perform snow and ice control activities utilizing plow trucks, loader, skid steer, etc.
- Ability to mechanically or manually distribute salt.
- Participates in the operation of light and/or heavy vehicles, such as pickups, light dump trucks, etc., when needed.
- Participates in performing proper preventative maintenance on all vehicles, equipment and machinery.
- Performs operations in a safe manner and attends scheduled safety meetings.
- Ability to respond to calls during various shifts including but not limited to: early mornings, nights, weekends, and holidays.

#### OTHER IMPORTANT JOB FUNCTIONS:

The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this job. Employee may perform other related duties as assigned. Plow Operators may be assigned to work at various City facilities if needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the safe and proper operation of equipment including safety standards to prevent hazards.
- Knowledge of the safe and proper operation of motor vehicles.
- Sufficient skills to service and make minor repairs on equipment.
- Ability to communicate well, both orally and in writing.
- Previous experience in snow removal preferred.

PHYSICAL REQUIREMENTS:

- Ability to operate various vehicles and machinery such as a pickup truck, dump trucks, plow trucks, tanker trucks, hand-held manual and power equipment, loaders, skid steers, etc..
- Ability to climb, walk, dig, lift up to 50 pounds unassisted.

WORKING ENVIRONMENT:

- Extreme weather. Primarily outdoor work in winter months.

COMMUNICATION SKILLS REQUIRED:

- Ability to deal with the general public, vendors and fellow employees efficiently and effectively.

COGNITIVE SKILLS REQUIRED:

- Ability to make mathematical calculations by adding, subtracting, multiplying and dividing numbers.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school graduation or its equivalent; experience in maintenance work desirable; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CONDITIONS OF EMPLOYMENT:

- Employees must have and maintain a satisfactory driving record. Employment is seasonal/temporary.

CERTIFICATES AND LICENSES REQUIRED:

- Employees must have and maintain a valid Class B Commercial Driver's License.

***To apply for employment with the City of Portage:***

***Applications are available***

**Website:** <https://portage.municipalimpact.com/employment-opportunities-1>

**To be considered for employment, an application must be submitted.**

**Email application for open positions to:** [philip.livingston@portagewi.gov](mailto:philip.livingston@portagewi.gov)  
**or drop off at the Portage City Hall, 115 W. Pleasant Street, Portage, WI 53901**  
[608-742-2176](tel:608-742-2176)