

**City of Portage
Public Works
Municipal Services Crewperson Position Vacancy**

The City of Portage is accepting applications for a full-time Municipal Services Crewperson in the Streets Division of the Public Works Department. Position requires a High School Diploma and one to two years related experience and ability to obtain a Commercial Driver License within 6 months of hire. Prior equipment operating experience preferred. Working hours are 7:00AM-3:00PM, Monday through Friday from October to April, and 6:30AM-3:30PM, Monday through Thursday, and 6:30AM-10:30AM on Fridays from May to September. Position responds to after hours calls as needed. The pay range for this position \$20.97 - \$26.21/hour with a comprehensive benefits package. 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 or obtained from the Portage Municipal Building, 115 W. Pleasant Street.

Apply: By 4:00 p.m. Thursday, May 1, 2025, to Phil Livingston, Director of Public Works, 115 West Pleasant Street, Portage, WI 53901 or email philip.livingston@portagewi.gov. Position will remain open until filled.

**City of Portage
Position Description**

Position Title: Municipal Services Crewperson

Department: Public Works

FLSA: Non-Exempt

Reports To: Public Works Superintendent

Pay Grade: G

Effective: 4/29/2019

Purpose of Position

This position exists to perform street, sanitation, sewer and park maintenance and repair activities for all municipal owned properties and equipment.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs street, sanitation and sewer maintenance: maintains streets, street signs and lights; collects and hauls yard waste, refuse, leaves and brush; snow and ice control activities; plants, removes and trims public trees; cleans and repairs storm and sanitary sewers; maintains, repairs and re-builds catch basins; maintains street decorations.
- Performs general Public Works duties: performs basic carpentry, concrete, asphalt and vehicle maintenance duties; hauls dirt, snow, gravel; installs & maintains pavement marking, maintains municipal buildings and grounds; assists with surveying and/or construction inspection.
- Assists Parks Maintenance and Utilities Departments with performance of other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or equivalent and one to two years experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must be able to possess a valid Wisconsin Commercial Driver's License with air brake and tanker endorsements within 6 months of hire.
- Additional training as necessary to obtain any and all certifications and/or endorsements as required for operation of vehicles and equipment.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of vehicles, equipment and tools including but not limited to mechanics tools, pick ax, shovel, rake, saws, power tools, cement tools, truck, snow blower, sweeper, front end loader and grader.
- Ability to climb, walk, dig, lift up to 50 pounds unassisted, and operate a variety of hand held power equipment and off-road equipment.

Mathematical Ability

- Ability to add, subtract, multiply and divide; perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Ability to comprehend, interpret and prepare a variety of documents such as sewer reports, invoices, vehicle maintenance slips, and time sheets using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate effectively with members of the general public, co-workers, supervisors, elected officials, contractors, suppliers and vendors.

Environmental Adaptability

- Work is performed outside in varying weather conditions and at construction sites with corresponding hazards.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.