

Village of St Nazianz

Job Description

Job Title: Public Works Employee

Responsible Authority: Village Board of St Nazianz

Job Status: Full-time

Employee Type: At-will

Hours: 40+ (some weekend hours required)

Pay: Wages based upon knowledge and experience

Requirement: Must live within 20 minutes of the Village of St Nazianz

Qualifications

- Ability to develop a good public relations rapport and work well with the Village Board and village residents.
- Ability to interact positively with the public, volunteers, board members, and village employees.
- Have a good, well-rounded, mechanical background.
- Have a general knowledge of roads and buildings and ground maintenance.
- Have a valid Wisconsin Driver License and be insurable. Must be able to obtain a CDL License if required.
- Have legible handwriting and basic computer skills.
- Be able to work outdoors in all types of weather.
- Ability to lift 50 pounds.
- Have or be able to obtain the necessary State of Wisconsin Department of Natural Resources (DNR) grade levels to operate the wastewater treatment plant and waterworks within time determined by the board.

Duties/Responsibilities

General

- Supervise part-time or seasonal employees as may be necessary to perform duties and responsibilities as outlined.
 - Employee positions will be hired by the Village Board.
- Maintain occupational and safety standards for employees and equipment use.
- Repair and maintain equipment (e.g., tractor, power mowers and truck).
- Maintain buildings and structures.
- Purchase necessary equipment as instructed by Directory of Public Works (DPW) and/or Village Board.
- Keep accurate records and complete monthly reporting as instructed by DPW.

Wastewater Treatment Plant and Waterworks Operator

- Supervise and/or perform duties and responsibilities as assigned by the DPW, Village Board, and/or DNR to keep municipal owned wastewater treatment plant, waterworks property, and equipment in good appearance and working condition and in compliance with Village, County or State mandates.
- Flush the sanitary sewers at least once per year and check all fire hydrants and valves for operation as required by the State of Wisconsin.

- Perform all DNR required testing for wastewater treatment plant operation and waterworks operation as required by the State of Wisconsin.
- Use time-tested and proven methods and procedures of plant operation as laid out by past operators. Changes in operation should be approved by the utility board.
- Test water meters on a scheduled basis. Repair or replace any faulty meters as reported or noted during meter reading.
- Keep accurate records and complete reports required by the DNR for normal operation of the wastewater treatment plant and waterworks.
- Assist with Water and Sewer Repairs which may include repairing water main breaks.

Village Maintenance

- Perform duties and responsibilities as assigned by the DPW and/or Village Board to keep village owned property and equipment in good appearance and working condition, and in compliance with Village, County or State mandates.
- Repair and maintenance of Village streets.
- Maintain Village Parks and Open Spaces
 - Set up and remove equipment.
 - Maintain Park restrooms and shelters.
 - Prepare infield for summer baseball games.
 - Cut grass.
- Maintain storm sewers.
- Remove snow.

NOTE: *This list of duties and responsibilities is not intended to be all inclusive and may be expanded as may be deemed necessary by the Village Board.*

Interested individuals should send resumes to:

Village of St Nazianz
228 W Main Street
PO Box 302
St Nazianz, WI 54232
920-773-2471
villageofstnazianz@tds.net

Application Deadline:

Friday, May 30, 2025
or until the position is filled

The Village of St Nazianz is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientations, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic.