

WE'RE HIRING



ON-CALL SNOW PLOW OPERATOR

A progressive community within the Green Bay Metropolitan Area, the Village of Bellevue is a community of 16,000 residents poised for significant residential and continued economic growth. Bellevue is seeking an experienced paid-on-call snowplow/equipment operator to help provide snow removal services to the Village's residents.

ABOUT THE POSITION

The snowplow/equipment operator will substitute and/or supplement job duties for full-time staff on general or medical leave or extended operations based on need and conditions. Selected individuals will be placed on a call-out list based on experience to supplement the full-time staff on an as-needed basis.

The Village is seeking candidate(s) with demonstrated experience in directly related work and must have a valid Wisconsin Commercial Driver's License (CDL) Class B. Direct experience with snow removal of public roads, trails, and sidewalks, is highly desired. This is a limited-term employment (LTE) position for the 2023 snow season through April 30th, 2024, with the possibility to continue in 2024/2025 snow season.

For more information about the Village of Bellevue, visit our website at VillageOfBellevueWI.gov. To see the complete job description, visit the job opportunities page on the Village website.

The Village of Bellevue values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents and veterans to apply.

HOW TO APPLY

Send a **cover letter**, **resume** and **completed employment application** to

Employment@VillageOfBellevueWI.gov or Village of Bellevue
Attn: Human Resources
2828 Allouez Ave.
Bellevue, WI 54311



Public Works Department

Job Description

POSITION TITLE: Paid On-Call Snowplow/Equipment Operator

DEPARTMENT: Public Works

REPORTS TO: Street Superintendent/Working Forman

FLSA CATEGORY: Non-Exempt

EMPLOYMENT CLASSIFICATION: Temporary/Paid On-Call

PAY TYPE: Hourly

LATEST REVISION DATE: 10/2021

POSITION SUMMARY

Village of Bellevue Public Works Department is creating a call out list for paid on call snowplow/equipment operators to cover job duties for full time staff on general or medical leave, or extended operations based on need and conditions. Selected individuals will be placed on a call-out list based on experience to substitute for or supplement the full-time staff, as needed. The purpose of the position is to respond in a timely manner to snow events and assisting in completing effective and safe snow removal throughout the Village of Bellevue. The position is required to perform all tasks in an effective, complete, and professional manner and is responsible for adhering to all policies of the Village of Bellevue.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Operates snowplow and salt truck to remove ice and snow from roads and assigned areas, which require early morning starts, extended hours, and weekend duty including holidays.
- Operates backhoe, toolcat utility machine and pickup/plow to remove snow from sidewalks, trails, cul-de-sacs and catch basins.
- Ensure that assigned routes are adequately and safely plowed when required.
- Shovel snow, complete grounds maintenance and other duties as assigned related to facilities and roads maintained by the Village of Bellevue Public Works.
- Performs routine equipment maintenance/repair tasks such as changing vehicle fluids, fueling, greasing, etc.
- Ability to perform pre trip and post trip inspection of vehicles and complete daily ice and snow report.
- Perform small repairs and maintenance of all equipment needed for snow removal.
- Follows all safety rules, policies, and regulations. Able to work independently with minimal supervision.
- Responds in a timely manner (within 30 minutes) when called to assist in snow plowing.
- Follows all state laws, local regulations and work rules pertaining to job safety and commercial driving.
- Reports any near misses and violations of safety laws, regulations, and rules to their supervisor.
- Performs related duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- Ability to operate a variety of tools and equipment including hand tools, dump truck and plow, tractor backhoe and Toolcat utility machines.
- Ability to maintain equipment and vehicles assigned to operate and evaluate when such maintenance or repairs can be completed.
- Ability to manage multiple work assignments, prioritize, and complete all assignments accurately and in a timely manner.
- Ability to take direction, facilitate communication, resolves problems, work individually and as part of a team, receive and give constructive criticism.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.
- Ability to comprehend and interpret policy and procedure manuals, work rules, safety procedures and route maps.
- Ability to record and deliver information, explain procedures, and follow directions and instructions accurately and in a timely manner.
- Ability to communicate effectively and courteously with the public, board members, administration, supervisors, other Village employees, construction contractors, and others.

REQUIRED EXPERIENCE, EDUCATION & TRAINING

- High School Diploma or equivalent.
- Minimum of two years of directly related work experience.
- Must possess a valid Wisconsin driver's license and access to reliable transportation.
- Must possess a valid Wisconsin Commercial Driver's License (CDL) Class B minimum.
- Must pass a post-employment offer drug screen and physical along with random testing required for the maintenance of CDL License.

ADDITIONAL DESIRED TRAINING/LICENSES

- Direct experience as a heavy equipment operator (backhoe, loader).
- Direct experience plowing and salting public roads, streets, and highways.

PHYSICAL DEMANDS

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions along with the ability to sit, stand and walk and do repetitious tasks for an extended period of time.
- Requires the ability to climb and descend a ladder.
- Requires the ability to operate/use hand tools, power tools, motorized vehicles and equipment.
- Requires the ability to effectively communicate verbally with citizens and other staff members.
- Requires the ability to operate equipment for extended periods of time with minimal rest stops.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position

