

TOWN OF NECEDAH FULL TIME ROAD WORKER

The Town of Necedah is advertising for a Full Time Road Worker. The Hourly Wage of \$23.50 -\$24.50 per hour based on experience. Benefits of: State Health & Dental Insurance, WI State Retirement, Sick Time, Vacation and clothing allowance. You must have a CDL Commercial Driver's License with Class B, C, & D. A pre-employment drug test & physical will be required. Anyone interested can call for an Application and a Job Description at 608-565-3140, or send name & address to Town of Necedah, PO Box 349, Necedah, WI 54646, or email Necedah@mediacombb.net. Need applications back by 3:00 PM Wednesday September 3, 2025.

Susan Kosinski, Clerk Town of Necedah

Publish Star-Times Thursday August 21, 2025

EMPLOYMENT APPLICATION
TOWN OF NECEDAH
101 CENTER STREET, P.O. BOX 349, NECEDAH, WI 54646
608-565-3140
Email: necedah@mediacombb.net

SELECT POSITION APPLIED FOR **FULL- TIME ROAD WORKER**

Applications Due By **WEDNESDAY September 3, 2025 BY 3:00 PM**

DATE

Name (Last, First, Middle)	Social Security Number
Current Address (Street, City, State, Zip)	
Telephone Number	Alternate Phone Number

Are you a United States citizen or a permanent resident alien?
If not, what is your immigrant status? (If you are hired, you will be required to submit verification of your legal right to work in the United States.)
Have you filed an application with us before? If so, when?
Date available to begin employment:
Driver's License Number: Is this license Wisconsin or Out-of-State?
CDL Classifications CDL Endorsements
Are you at least 18 years of age?

EDUCATION

School	Name and Location of School	Major Field	Highest Grade Completed	Degree or Diploma Earned
High School				
College				
Graduate				

Professional license/Registration (Attach additional sheet if needed)
List any other education, training, specific skills, certificates and licenses that you possess related to this job:

List any machines or equipments that you are qualified/experienced at operating:

EMPLOYMENT HISTORY

Are you currently employed?

May we contact your current employer?

List any previous names used in employment history:

List your previous employment below, if applicable:

Company Name	Telephone	Dates of Employments
Address		Job Title/Position
Supervisor's Name		Ending Salary
Describe work		Reason for leaving

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Supervisor's Name		Ending Salary
Describe work		Reason for leaving

PERSONAL REFERENCES

(Do not include relatives or previous employers)

NAME	ADDRESS	BUSINESS	TELEPHONE NUMBER

Have you ever been involuntarily terminated from a job? If yes, provide name of employer and a brief explanation of the circumstances.

Have you been convicted of a felony or a misdemeanor in the last 10 years?

If yes, when?

If yes, for what have you been convicted?

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements will render this application void, and if employed will result in termination. I agree that the Town of Necedah shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application and through this process.

I also authorize pertinent companies, schools, agencies or persons to give any information requested regarding my employment, character, experience, qualifications and/or suitability for employment. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and I will not request copies of such information. In addition, a copy of this authorization is as valid as the original and should be recognized as such.

I understand that any offer of employment or continued employment, if hired, may be conditional upon passing a physical examination, including substance abuse screening. Refusal to participate will result in termination or denial of employment.

Qualified applicants receive equal consideration and no question asked is for the purpose of excluding an applicant due to age, race, religion, creed, color, handicap, marital status, sex, sexual preference, national origin, ancestry, arrest, or conviction record as prohibited by law or regulation. THE TOWN OF NECEDAH IS AN EQUAL OPPORTUNITY EMPLOYER.

Signature of Applicant: _____ Date: _____

The application will remain on file for 6 months from the date of application. Incomplete applications will not be processed. The Town of Necedah will not accept the telephone updates of applications.

NAME _____

Please answer following questions.

OPERATING EQUIPMENT

Have you operated a Loader (Bucket Loader, Front End Loader, Pay Loader, Scoop Loader, and Wheel Loader)? Yes No

What size of loader did you operate?

Who did you do the work for?

How many years did you perform work using the loader?

Do you have any additional information to add about your equipment operating experience?

Have you operated a Grader? Yes No

What size of loader did you operate?

Who did you do the work for?

How many years did you perform work using the loader?

Do you have any additional information to add about your equipment operating experience?

Have you operated a Backhoe? Yes No

What size of loader did you operate?

Who did you do the work for?

How many years did you perform work using the loader?

Do you have any additional information to add about your equipment operating experience?

Have you operated a Mower Tractor? Yes No

What size of loader did you operate?

Who did you do the work for?

How many years did you perform work using the loader?

Do you have any additional information to add about your equipment operating experience?

Name _____

SNOW PLOWING

Have you operated a snow plow truck? Yes No

What size truck?

Who did you do the work for?

How many years did you perform the snow plowing work?

Do you have any additional information to add about your snow plowing experience?

MECHANICAL ABILITY

Do you have the ability to disassembly and repair construction equipment, vehicles, and large truck equipment? Yes No

Provide some examples:

Do you have experience in maintaining equipment and machinery such as performing services on equipment?
Yes No

Provide some examples:

Total mechanical years of experience you have?

EDUCATION/WORKSHOPS

In the last five years have you attended any schooling, training or educational workshops? Yes No

If Yes, was the training mandatory by your employer or was it something you volunteered to do?

Do you have any certificates/examples that you can provide of the training you completed in the last five years?

Town of Necedah Job Description

Job Title: Road Worker Full-Time

Department: Road Maintenance

Date: September 2025

Reports to: Road Supervisor

Under the general direction of the Road Supervisor this position involves manual work of a generally routine nature on a variety of year round and seasonal public works tasks, including road and vehicle maintenance, grass mowing, snowplowing, and related work in the Town. The work is performed mainly outside and is subject to adverse weather conditions. All personnel in this position drive dump trucks and some other types of specialized equipment.

Principal Duties and Responsibilities:

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

- Assist in routine maintenance and repairs of vehicles and equipment.
- Assist in maintenance and repairs of roads and right of way
- Repair, replace and erect street/road and traffic signs.
- Mow grass.
- Plow and remove snow and ice from roads and right of way
- Haul gravel, sand, dirt and other bulk materials.
- Sand/salt the roads.
- Clear sidewalks and driveways of Town building.
- Maintenance and repair work in Town owned building and ground.
- Trim bushes and trees.
- Pick up brush and tree trimmings, and chip in wood chipper.
- Pick up various materials from roads and grounds.
- Sweep roads as required.
- Keep culverts and other waterways free of debris.
- May operate specialized equipment, such as tractor, sweeper, front end loader, etc.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs all other duties as assigned by the Road Supervisor.
- All Health & Safety plans are to be administered and followed.

Job Specification:

Knowledge, Skills, and Abilities

Knowledge of methods, materials, and tools used in public works and the operation, maintenance and repairs of public works machines, equipment, and apparatus. Understand the street/road system. Have knowledge of occupational hazards and safe work practices. Have ability to understand and carry out oral and written instructions, also to maintain good relations with the public. Experience in highway construction and maintenance, or truck or equipment operation or construction; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Have a high school graduation or its equivalent. Valid Wisconsin Driver's License and CDL Commercial Driver License including Class B and C required.

Physical Demands requested to meet the Essential Functions:

- Standing, walking, sitting, stooping, kneeling and running.
- Climbing, using legs, feet and arms.
- Balancing.
- Bending and twisting.
- Reaching, feeling, talking and hearing.
- Far visions, 20 feet or further.
- Near visions, 20 inches or less.
- Lifting, carrying, and pushing/pulling to OSHA standards.
- Strenuous physical work
- Work long hours during snow conditions or other emergencies

Environmental/Working Conditions required to meet the Essential Functions:

- Inside and outside work environment.
- Cold-low and dramatic temperature changes.
- Heat-high and dramatic temperature changes
- Wet and/or humid conditions.
- Noise and Vibrations
- Risk of injury from Mechanical or electrical equipment, chemicals, burns, explosives, radiant energy/radiation, heights and fast moving vehicle hazards.
- Fumes, mists, gases, odors-noxious, dust and poor ventilation atmospheric conditions.

Equipment Used to Perform The Essential Functions and According to OSHA Standards:

- Radio equipment.
- Hammers, wrenches, screwdrivers, etc.
- Shovels, brooms and various hand tools manual and electric
- Hearing and eye protection
- Must be able to proficiently operate backhoe, end loader, grader, dump truck, and mower tractor

Salary and Benefits:

Wages and benefits are determined by the Town Board and /or Current Personnel Policy and Procedures Manual. The benefits include, health & dental insurance plans, State WI retirement, paid sick days, clothing allowance, and vacation.

Background:

This description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. The Town retains and reserves any and all rights to change modify, amend, add to or delete this position description.