

## **Water Operator/Public Works Employee**

The City of Darlington is accepting applications for a full-time assistant water operator/Public Works Employee. Experience in water system maintenance, snow plowing, and equipment operation preferred. Requirements include, but are not limited to: A Wisconsin Water Operator license (or able to obtain within 1 year of hire date), Class B CDL with air brakes (or able to obtain within 6 months of hire date), physical, background check, random drug testing, and a 1-year probationary period. The City of Darlington offers excellent wages and benefits that include health, life, dental, and optical insurance, and is enrolled in the state retirement program. Applications and a complete job description are available online at [www.darlingtonwi.org](http://www.darlingtonwi.org) or the Darlington City office. Submit applications by 3:00 pm August 22, 2025, to Finance and Personnel Committee C/O Mike McDermott, Mayor, City of Darlington, 627 Main St., PO Box 207, Darlington, WI 53530.

Publish dates: August 12<sup>th</sup> and August 19<sup>th</sup> 2025

## **Assistant Water Operator/Public Works Employee Job Description**

Assistant Water Operator/Public Works Employee shall do a variety of tasks as assigned by the Public Works Director and the Water Operator.

These tasks include but are not limited to:

- Obtain a Wisconsin Water Operator license within one year of employment.
- Assist the Water Operator with related tasks such as maintenance of the pump house, water and sewer locates, maintenance of pressure stations, repair of water mains and services, installation and testing of water meters, and any additional duties as they arise.
- Operate machinery as needed, but not limited to, for installing and repairing curbs and sidewalks, adjusting manholes, installing sewer and or water mains, and related services, and hydrants.
- Snow plowing as needed, shoveling around city-owned sidewalks and ramps,
- Placing and taking down Christmas decorations as directed.
- Attend safety meetings and comply with safety laws as taught and as required by the State and or Federal Government. Care will be taken to act safely and protect oneself and the Public while performing duties.
- Carry a cell phone while on and off duty, to respond as needed to emergent situations such as snow plowing, water main repair, and storm damage cleanup.
- Work in a cooperative manner with other departments within the city to ensure service to the citizens of the community and visitors.
- The employee must have a valid Wisconsin Commercial Driver's License class B with air brake endorsement or be able to obtain it within six months of hire.
- Employees are subject to random drug and alcohol testing as required by regulation.
- Perform any other task as needed.

## **FRINGE BENEFITS OFFERED TO FULL TIME CITY OF DARLINGTON EMPLOYEES**

1. Single or family health insurance plan through the State of Wisconsin, Department of Employee Trust Fund. Plan selection is up to the employee. The City portion of the premium is calculated using a formula from the Department of Employee Trust Funds, with the employee paying the remaining portion of the premium.
2. The City offers supplemental dental insurance through the State of Wisconsin. The City pays the additional premium.
3. The City offers an employee the option to participate in two types of employee-funded Flex Spending accounts: Health FSA and Dependent Care FSA.
4. The City pays the full cost of life insurance at 1X your annual salary. Employee has the option to obtain additional life insurance, up to 3X their annual salary, at their expense.
5. City employees are enrolled in the Wisconsin Retirement System. The City pays the employer's share of the cost of this benefit. The employee pays the employee's share of the cost of this benefit, which for 2025 is 6.95% of gross wages.
6. Vacation days are earned according to the following schedule:
  - A. One week after the completion of one year of continuous service.
  - B. Two weeks after the completion of two years of continuous service.
  - C. Three weeks after the completion of ten years of continuous service.
  - D. Four weeks after the completion of twenty years of continuous service.
7. Three personal days are available to employees per year.
8. Sick days accrue at the rate of one day per month, up to a maximum of 110 days.
9. The following named 8 1/2 holidays shall be paid at the same hourly rate.

a. New Year's Day.	b. Memorial Day.
c. Independence Day.	d. Labor Day.
e. Veterans Day.	f. Thanksgiving Day.
g. Christmas Day.	h. Christmas Eve Afternoon.
i. New Year's Eve Afternoon.	j. Good Friday Afternoon.
10. Plus two of three of the following holidays:

a. Good Friday morning.	b. Christmas Eve morning.
c. New Year's Eve morning.	
11. Funeral leave and jury duty leave are also available, according to the terms of the personnel policy handbook.
12. The first six months of employment is a probationary period for the employee and the employer.

**\*\*This summarizes portions of the City of Darlington's personnel policy. If requested, a copy of the entire personnel policy will be available for review at the interview. \*\***

# City of Darlington

## Employment Application Page 1 of 2



### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ City State ZIP

Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever been convicted of a felony? YES ☐ NO ☐ If yes, explain? \_\_\_\_\_

Have you ever worked for this City? YES ☐ NO ☐ If so, when? \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

### References

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Employment Application Page 2 of 2



### Employment History

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ End: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO  
☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO  
☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO  
☐ ☐

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_