



Village of Hobart
Village Office 2990 S. Pine Tree Rd, Hobart, WI
www.hobart-wi.org - www.buildinhobart.com

Notice is hereby given according to State Statutes that the VILLAGE BOARD of the Village of Hobart will meet on Friday March 25th 2022 at 12:00 P.M. at the Hobart Village Office. NOTICE OF POSTING: Posted this 23rd day of March, 2022 at the Hobart Village Office, 2990 S. Pine Tree Rd and on the village website.

MEETING NOTICE – VILLAGE BOARD (Special)

Date/Time: Friday March 25th 2022 (12:00 P.M.)

Location: Village Office, 2990 South Pine Tree Road

ROUTINE ITEMS TO BE ACTED UPON:

1. Call to order/Roll Call.
2. Certification of the open meeting law agenda requirements and approval of the agenda
3. Pledge of Allegiance

4. ACTION ITEMS

A. DISCUSSION AND ACTION – Vacancy in the Public Works Department

Tadd Krueger resigned from his position in the Public Works Department, effective April 1st. Staff will be seeking to post of the vacancy notice.

5. ADJOURN

Aaron Kramer, Village Administrator

Village Board of Trustees: Richard Heidel (President), Tim Carpenter, David Dillenburg, Ed Kazik, Debbie Schumacher

UPCOMING BOARD MEETINGS

* Wednesday April 6th 2022 (6:00 PM) – Regular Board Meeting at Village Office

Tuesday May 3rd 2022 (6:00 PM) – Regular Board Meeting at Village Office

Tuesday May 17th 2022 (6:00 PM) – Regular Board Meeting at Village Office

* - Moved from Tuesday April 5th due to the spring election

NOTE: Page numbers refer to the meeting packet. All agendas and minutes of Village meetings are online: www.hobart-wi.org. Any person wishing to attend, who, because of disability requires special accommodations, should contact the Village Clerk-Treasurer's office at 920-869-1011 with as much advanced notice as possible. Notice is hereby given that action by the Board may be considered and taken on any of the items described or listed in this agenda. There may be Board members attending this meeting by telephone if necessary.

March 21, 2022

Dear Jerry Lancelle,

I must tender my resignation from the Village of Hobart, Department of Public Works. This letter serves as my 2-week notice. My last day of employment will be April 1, 2022. I greatly appreciate all the training I received through the Village.

Thank you for allowing me to work as an employee for the Village of Hobart. It is important to me to give back to the community regardless of where I live and work.

Please accept this letter of resignation and my gratitude for this experience.

Sincerely,

A handwritten signature in black ink, appearing to read "Tadd Krueger", with a stylized flourish at the end.

Tadd Krueger

***** POSITION ANNOUNCEMENT*****

Village of Hobart, WI

PUBLIC WORKS & UTILITY CREW MEMBER

The Village of Hobart, WI, (population ~ 10,000 and growing) is high-end community within the Green Bay Metropolitan area with rapidly expanding residential and economic growth. Hobart is seeking a motivated, skilled and ambitious individual for the position of Public Works & Utility Crew Member to join our team.

The position performs work in the installation, maintenance and operation of Village infrastructure and facilities such as buildings & grounds, roads, ditches, storm sewer, sanitary sewer and water distribution. Additionally this position is responsible for snow and ice removal and also requires rotational weekend duties for which the employee is additionally compensated.

Requirements include: a high school diploma or GED; knowledge of municipal water, sewer, storm sewer and road construction and maintenance; valid WI Driver's License and Class B CDL (or ability to obtain CDL within 6 months of hire) with a good driving record. Prior experience of at least 2 years in a public works-related field, including operation of plow trucks, is highly desirable. This is a non-exempt position, scheduled for 40 hours per week. The position's pay range is \$22.00 per hour. The selected candidate will move progressively through the pay range to top pay based on the employee's demonstrated proficiency and performance. The Village offers excellent, inexpensive health insurance for the employee and his/her eligible dependents. Village retirement contributions, dental insurance and other fringe benefits also come with employment. Preference will be given to candidates living within reasonable distance from the Village.

Interested applicants should review the full job description, recruitment instructions and other Village information on the Village homepage (www.hobart-wi.org). Please direct recruitment questions via email to Jerry Lancelle, Director Public Works at Jerry@hobart-wi.org. The Village is accepting applications until filled, first review of applications will take place on April 4, 2022.



Job Description

POSITION TITLE: Public Works & Utility Crew Member

FLSA Category: Non-Exempt

Department: Public Works

Pay Type: Hourly

Reports To: Director Public Works

Starting Rate: \$22.00

Supervises: N/A

Employment Classification: Full Time

JOB SUMMARY

The Department of Public Works & Utility Crew Member is a regular hourly position (minimum 40 hours/week). Provides general labor and technical skills in support of the delivery of public services, including, but not limited to; sanitary, storm and water utilities, maintenance of public streets and right-of-way, forestry, parks & recreational facilities, building maintenance, inspection of construction in-progress, heavy equipment operation, and maintenance of vehicles and equipment. The position is required to perform weekly "on-call" duties on a weekly rotational schedule

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintenance and operation of a water production and distribution system, a sanitary sewer collection system (including monitoring systems function via remote computer systems) and a storm water collection system.
- Monitoring and operation of wells, hydrants and valves including data and water sample collection.
- Performs installation of water meters, leak detection and inspections, and customer service complaint investigations.
- Performs sewer main and manhole repairs; inspects, televises, and analyzes sewer main problems.
- Using locator and record drawings, accurately locates and marks electrical, fiber optic, water, sanitary, and storm sewer mains and laterals as needed. Verifies accuracy of field data and coordinates as necessary with maintaining Village GIS mapping and data.
- Accurately reads and records water meter readings and coordinates with the Utility Clerk. Performs final meter readings as assigned. Tests and records data for meter maintenance.
- Maintains public streets and right-of-way. Removes snow, performs salting and ice control, clears walks and trails, installs snow fence, brush pick-up, debris removal, minor to major pavement repair, flatwork, street tree management (pruning, removal, planting), repair and clean catch basins.
- Assists in maintenance of parks and other public grounds as assigned. May include mowing and trimming grass, grooming ball diamonds, field maintenance, installs and maintains landscaping and fencing, empties trash and recycling containers, flood ice rinks, stores and maintains seasonal equipment.
- Performs minor building repair, maintenance and remodeling projects, painting, cleaning. Additional minor repair and maintenance duties may be assigned including heating and cooling, electrical and plumbing.
- Install and repair street signs and posts and knowledge of MUTCD guidelines.

- Performs duties as assigned in the maintenance and operation of the Village yard waste site.
- Operates various major equipment and vehicles as necessary to carry out duties assigned including snowplows, dump trucks, tractors, backhoes, sewer cleaning equipment.
- Performs vehicle and equipment maintenance and upkeep including, but not limited to, record keeping, refueling, washing and minor maintenance or repairs.
- Assist in maintaining and managing department inventory of supplies, materials, tools, signs, etc.
- Follows all state laws, local regulations and work rules pertaining to job safety. Reports any near misses and violations of safety laws, regulations, and rules to their supervisor.
- Performs related duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate a variety of tools and equipment including; hand tools, dump truck and plow, backhoe, sewer cleaning equipment, brush chipper, chain saws, lawn mowers and tractors.
- Ability to maintain equipment and vehicles assigned to operate and evaluate when such maintenance or repairs can be completed in-house or requires outside services.
- 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 operate electronic devices and software, including Microsoft products, GIS, and SCADA systems
- Ability to comprehend and interpret policy and procedure manuals, work rules, safety procedures, construction plans and record drawings.
- 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.

MINIMUM EDUCATION AND EXPERIENCE:

- Minimum education shall include a high school diploma or GED. Post-secondary education in a public works-related field is desirable.
- Previous experience of at least two (2) years in municipal public works is preferable, but not required.
- Valid WI Driver's License (class D) and a class "B" endorsement for a Commercial Driver's License (CDL).
- Must pass a post-employment offer drug screen and physical along with periodic testing required for the maintenance of CDL License.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Public Works & Utility Crew Member must be able to perform manual tasks requiring physical strength and the ability to lift up to 100 pounds, subject to working in extreme weather conditions along with the ability to sit, stand and walk and do repetitious tasks for an extended period of time. Crew Member must be available for emergency calls at any time of the day or night in any instance of snow emergencies, infrastructure failure.