VILLAGE OF BELLEVUE

A great place to grow!

Public Works
Laborer/Operator

Position Profile

2828 Allouez Ave.
Bellevue, WI 54311
(920) 468-5225
VillageOfBellevueWI.gov

Updated: February 2024

The Community

Bellevue meaning “Beautiful View” in French, was established in 1856. In 2003 the Village of Bellevue was officially incorporated from the former Town, encompassing 14.40 square miles.

Bellevue is a part of the Greater Green Bay Metropolitan area and located within Brown County (home to 269,591 people and Wisconsin’s 4th most populous county). Bellevue is a progressive community and is one of Brown County and Wisconsin’s fastest growing communities with a population of 15,935, according to the 2020 U.S. Census, which is up 9% from the 2010 Census, ranking the Village as the 5th largest community in Brown County and the 55th largest community in the State.

Four major highways service the Village and it is a fifteen-minute drive from Austin Straubel International Airport and the Port of Green Bay. The Village is serviced by two school districts: the Unified School District of De Pere & the Green Bay Area Public School District, which is rated the most diverse school district in Wisconsin.

The Village is proud of it's safe and accessible park and recreational facilities. Park amenities include passive and active spaces, including trails, athletic fields and picnic areas. Our recreation programs have over 8,000 people participating annually. With over 330 acres of parkland & conservancies within the community, there is ample opportunity for the community to enjoy the outdoors without leaving the community.

Bellevue is a great place to grow your family, your business & enjoy a high quality of life. The Village is a full-service municipality offering quality municipal services while maintaining combined local municipal tax and utility rates that are among the lowest compared with the other incorporated communities in the Brown County area.

The Opportunity

The Village is growing and we are looking to expand our operations by adding a new Laborer/Operator position. The Public Works Laborer/Operator provides general labor and technical skills in support 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. This position reports to the Public Works Superintendents and works with co-workers to achieve successful departmental results.

The Ideal Candidate

This is an excellent opportunity for a candidate with demonstrated experience in directly related work and a valid Wisconsin Commercial Driver's License (CDL) Class A or Class B. Direct experience with snow removal of public roads, trails and sidewalks is highly desired. While experience may be gained in a local government environment, knowledge gained in other public or private environments may also be of great value.

The Ideal Candidate Will Have

- Ability to operate a variety of tools and equipment including hand tools, dump truck with plow and wing, backhoe, wheel loaders, sewer cleaning equipment, street sweeper, brush chipper, chain saws, lawn mowers and tractors, various other small power tools.
- 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.

Minimum Qualifications

- High School diploma or equivalent.
- Minimum of one year related work experience.
- Must possess a valid Wisconsin driver's license and access to an operable and licensed vehicle.
- Must possess a valid Wisconsin CDL Class B minimum.

Examples of Duties

- 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 repair of water main breaks, service leaks and curb boxes. Also 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; and operates equipment required to clean sewer mains and lift stations.

- 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 Billing 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.

This list is a sample of duties, for a more in-depth list of responsibilities, please reference the job description.

Compensation & Benefits

The hiring range for this non-exempt position is $25.39-33.85 an hour, with a starting hourly rate up to $27.08, depending on qualifications and experience.

The Village also offers an excellent benefits package that includes personal time off, paid holidays, medical & dental insurance, a health savings account, voluntary vision insurance, short-term disability insurance, paid life insurance and participation in the Wisconsin Retirement System.

Application & Selection Process

The position will be open until filled. To apply for this exciting opportunity, please email the following documents to employment@VillageOfBellevueWI.gov.

- Cover letter
- Resume
- Application
  - Applications can be downloaded from our website: **VillageOfBellevueWI.gov/JobOpportunities**

Confidentiality must be requested & cannot be guaranteed for finalists.

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.

VILLAGE OF BELLEVUE

A great place to grow!

Thank You!

2828 Allouez Ave.
Bellevue, WI 54311
(920) 468-5225
VillageOfBellevueWI.gov