



# Recruitment Announcement

## Public Works Equipment Operator

The City of Two Rivers is currently seeking applications for the position of Public Works Equipment Operator. This is a full-time position that works under the general supervision of the Public Works Superintendent and the Public Works Director.

The Equipment Operator operates a variety of small and large construction equipment, tools and trucks utilized in a variety of semi-skilled and skilled work in the construction, operation, repair, maintenance, snow/ice removal and replacement of City streets, alleys, sidewalks, curb & gutter, culverts, driveways, parking lots, sanitary sewers, storm drainage systems, buildings, grounds, cemeteries, open spaces, parks, recreational systems, and other public facilities.

Candidates must be at least 18 years of age, experience relating to construction, repair and maintenance, or repair of all types of public facilities, and valid Commercial Driver's License.

## COMPENSATION & BENEFITS

**SALARY RANGE:** \$27.37 - \$30.81 per hour, dependent on qualifications

**BENEFITS:** Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 7.2% into the Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

## APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at [www.two-rivers.org/jobs](http://www.two-rivers.org/jobs). Qualified candidates should submit a cover letter, resume, and completed City employment application to [HR@two-rivers.org](mailto:HR@two-rivers.org) or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or [HR@two-rivers.org](mailto:HR@two-rivers.org) with questions.

## HOW TO APPLY

Send a **cover letter, resume, and completed employment application** by email to [HR@two-rivers.org](mailto:HR@two-rivers.org) or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241

Applications should be submitted by Monday, March 23, 2026 to ensure consideration.



**POSITION TITLE:** Public Works Equipment Operator

**REPORTS TO:** Public Works Superintendent

**EMPLOYMENT CLASSIFICATION:** Full-Time

**LATEST REVISION DATE:** February 19, 2026

**DEPARTMENT:** Public Works

**FLSA CATEGORY:** Non-Exempt

**PAY TYPE:** Pay Grade 11, Hourly

## GENERAL PURPOSE

Operates a variety of small and large construction equipment, tools and trucks utilized in a variety of semi-skilled and skilled work in the construction, operation, repair, maintenance, snow/ice removal and replacement of City streets, alleys, sidewalks, curb & gutter, culverts, driveways, parking lots, sanitary sewers, storm drainage systems, buildings, grounds, cemeteries, open spaces, parks, recreational systems, and other public facilities.

## SUPERVISION RECEIVED

Works under the general supervision of the Public Works Superintendent and/or other supervisor as assigned.

## SUPERVISION EXERCISED

Generally, none. May serve as a lead worker at times. May direct community service workers or temporary employees as required or assigned.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials and supplies.
- Operates construction or power equipment, such as mechanical broom, frontend loader, loader-mounted snow blower, back-hoe, digger derrick, man-lift, dump trucks (single/tandem) with and without snowplow and wing attachments, street sweeper, sewer cleaning combination jet/vacuum truck, vibratory roller, and grader.



- Operates jackhammers, mowers and other small equipment and tools to maintain street and utility systems.
- Perform routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to appropriate staff; cleans, washes and waxes all types of equipment, trucks and vehicles.
- Assists in installing and maintaining traffic signals, signs, and other traffic control measures as assigned.
- Sets up traffic control for construction zones or special events, including barricades, lights, and signs as needed.
- Assists in setting up and taking down equipment for various public programs, prepares facilities for public use.
- Ability to work on standby duty in accordance with City Policy Manual.
- Ability to safely and effectively plow snow during snow removal operations and/or to adjust for and be available for work because of changes in work schedule due to emergencies such as snow removal, ice control, flood control, etc.
- Opens and closes bridges and performs basic bridge maintenance.
- Perform all duties in conformance to appropriate safety and security standards and in conformance with City policy. Assist others in the safe and secure operation of all types of equipment, tools and vehicles.
- Assists in the training of new or lower-level employees performing the duties of maintenance, construction, and repair of sewer, street, storm drainage, and public buildings.
- Keeps records of work completed.
- Performs or can perform all the duties of a Public Works Maintenance Worker as required or assigned (job description of Public Works Maintenance Worker attached by reference).
- Performs all other related duties as assigned by either the Public Works Superintendent or other supervisor.

#### **NONESSENTIAL DUTIES & RESPONSIBILITIES**

- Controls traffic at works sites by flagging to guide traffic safely through work areas as required or assigned
- Serves on various employee or other committees as assigned.

#### **EDUCATION AND EXPERIENCE**

- High school diploma or GED equivalent required
- Minimum of four (4) years of experience relating to construction, repair and maintenance, or repair of all types of public facilities involving the use of medium and heavy equipment; or
- Any equivalent combination of education and experience.

#### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of heavy equipment operating principals; considerable knowledge of the hazards and safety precautions common to heavy equipment operations; working knowledge of the methods, materials and tools used in street and utility maintenance work.
- Skill in operation of some of the listed tools and equipment. Ability to learn and operate all types of tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.

### **SPECIAL REQUIREMENTS**

- Possess and maintain a valid Wisconsin Driver's license, preferably with all applicable Commercial Drivers' License endorsements or the ability to obtain within six (6) months of employment.
- Must remain insurable under the City's liability insurance
- Must be 18 years old at the time of employment.
- Must be a US Citizen

### **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/vacuum sewer cleaning truck, frontend loader, snow blower, grader, street roller, man lift, tamper, plate compactor, saws, pumps, tar kettle, compressors; lawn and landscaping equipment including tractors, mowers, chain saw, electric motors, pumps, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, calculator, computers, and miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 35 pounds, often lift and/or move up to 60 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

## **SELECTION GUIDELINES**

As per City policy, a drug test and physical will be required prior to employment.

Residency within 15 miles of the Two Rivers city limits is required within six-months of completion of the probationary period and must be maintained throughout employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**TWO  
RIVERS**  
WISCONSIN

# APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

[www.two-rivers.org](http://www.two-rivers.org)

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to [HR@two-rivers.org](mailto:HR@two-rivers.org).

**Incomplete or illegible applications will not be considered.**

POSITION INFORMATION			
Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION							
Last Name		First		M.I.			
Street Address				Apartment/Unit #			
City				State		ZIP	
Phone			E-mail Address				
Date Available			Desired Salary			Comments	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:				
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:				
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				

**EDUCATION**

<b>High School</b>		Address	
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, have you passed a high school Equivalency or GED test? YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>College</b>		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
<b>College</b>		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
<b>Other</b>		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

**SPECIAL SKILLS OR QUALIFICATIONS**

Describe any special skills applicable to this position:

  
  
  
  

Describe any additional training and experience applicable to this position:

  
  
  
  

**REFERENCES**

*Please list three professional references.*

<b>Full Name</b>	Title
Organization	Phone
Relationship	
<b>Full Name</b>	Title
Organization	Phone
Relationship	
<b>Full Name</b>	Title
Organization	Phone
Relationship	

**PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)**

<b>Employer</b>				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary
Responsibilities					\$	
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

<b>Employer</b>				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary
Responsibilities					\$	
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

<b>Employer</b>				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary
Responsibilities					\$	
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

<b>Employer</b>				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary
Responsibilities					\$	
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**CERTIFICATION**

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

**AUTHORIZATION**

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

**Signature:**

**Date:**

**OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_