

TOWN OF RED CEDAR EMPLOYMENT APPLICATION  
AN EQUAL OPPORTUNITY EMPLOYER

**Please complete this checklist, and return it with the completed application:**

Via Email – [clerktownofredcedar@gmail.com](mailto:clerktownofredcedar@gmail.com) (Preferred Method)

Via Mail – Town of Red Cedar Chairman, N6285 670<sup>th</sup> Street, Menomonie, WI 54751

**TOWNSHIP PATROLMAN SKILLS CHECKLIST**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

This list is developed for you to describe your skills and abilities as this position requires some or all of the following job skills. **Describe your experience and years of experience in the following areas:**

1. Dump Truck \_\_\_\_\_  
\_\_\_\_\_
2. Grader \_\_\_\_\_  
\_\_\_\_\_
3. Tractor/Loader \_\_\_\_\_  
\_\_\_\_\_
4. Culvert/Bridge Construction or Maintenance/Repair \_\_\_\_\_  
\_\_\_\_\_
5. General Highway Maintenance, Plowing, Mowing, Patching, Sanding, Blading \_\_\_\_\_  
\_\_\_\_\_
6. Shop Mechanic, Welder, Parts, Tires, Janitorial \_\_\_\_\_  
\_\_\_\_\_
7. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Do you have any vocational/technical training in the operation of any of the above equipment? If so, please list:  
\_\_\_\_\_  
\_\_\_\_\_

Town of Red Cedar  
E6990 720<sup>th</sup> Avenue  
Menomonie, WI 54751

Chairman – (715) 556-2244  
Clerk – (715) 556-5034

# Town of Red Cedar

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name \_\_\_\_\_ Date of application \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

## 1. GENERAL INFORMATION:

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? ☐ Yes ☐ No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.) ☐ No ☐ Yes If yes, explain: \_\_\_\_\_

## 2. EDUCATION & TRAINING:

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Masters \_\_\_\_\_ Doctorate \_\_\_\_\_

Name & Address of School

	Major Course studied	Graduated or degree (Yor N)	Average Grade
Last High School Attended/Address:			
College or University/Address			
College or University/Address Other School (Technical, Vocational, Graduate, etc.) /Address			

List any scholarships, academic honors, awards or special achievements: \_\_\_\_\_

## 3. SKILLS Please list any skills you have that are appropriate for the position you are applying for: \_\_\_\_\_

If required, will you work?

Rotating shifts ☐ YES ☐ NO  
Overtime ☐ YES ☐ NO

Saturdays ☐ YES ☐ NO  
Sundays ☐ YES ☐ NO

Position applying for, be specific: \_\_\_\_\_

Salary Requirements  
\$ \_\_\_\_\_

☐ per hour  
☐ per month

State fully why you believe you are qualified for this position  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INTERESTS / ACCOMPLISHMENTS: You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position (s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date you can start

/ /

## EMPLOYMENT HISTORY

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past **FOUR** employers. If currently employed, may we contact your employer? ☐ Yes ☐ No  
**PRESENT OR MOST RECENT EMPLOYER**

FULL NAME OF COMPANY				(AREA CODE)	TELEPHONE	SALARY BEGIN END	EMPLOYED FROM TO MO/YR MO/YR
STREET ADDRESS		CITY	STATE	ZIP			
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION			REASON FOR LEAVING:		
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:							
FULL NAME OF COMPANY				(AREA CODE)	TELEPHONE	SALARY BEGIN END	EMPLOYED FROM TO MO/YR MO/YR
STREET ADDRESS		CITY	STATE	ZIP			
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION			REASON FOR LEAVING:		
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:							
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STREET ADDRESS		CITY	STATE	ZIP			
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION			REASON FOR LEAVING:		
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:							

**READ CAREFULLY:** I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

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

**ROAD MAINTENANCE WORKER**  
**SKILLS, KNOWLEDGE, ABILITIES AND TASKS (Technical and Functional Expertise)**

**Skills**

Note: The technical and functional skills listed below are based on general occupational qualifications for Highway Maintenance Workers commonly recognized by most employers. Typically, you will not be required to have all of the skills listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

1. Repairing machines or systems using the needed tools.
  2. Determining the kind of tools and equipment needed to do a job.
  3. Controlling operations of equipment or systems.
  4. Installing equipment, machines, wiring, or programs to meet specifications.
  5. Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
  6. Using mathematics to solve problems.
  7. Determining causes of operating errors and deciding what to do about it.
  8. Talking to others to convey information effectively.
  9. Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
  10. Adjusting actions in relation to others' actions.
  11. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
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**Knowledge**

Note: The technical and functional knowledge statements listed below are based on general occupational qualifications for Highway Maintenance Workers commonly recognized by most employers. Typically, you will not be required to have all of the knowledge listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

The Knowledge of:

1. Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
  2. Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
  3. Machines and tools, including their designs, uses, repair, and maintenance.
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**Abilities**

Note: The technical and functional abilities listed below are based on general occupational qualifications for Highway Maintenance Workers commonly recognized by most employers. Typically, you will not be required to have all of the abilities listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

The Ability to:

1. Use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

2. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
  3. Know your location in relation to the environment or to know where other objects are in relation to you.
  4. Quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
  5. Coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
  6. Concentrate on a task over a period of time without being distracted.
  7. Time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
  8. Choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
  9. Exert maximum muscle force to lift, push, pull, or carry objects.
  10. Exert yourself physically over long periods of time without getting winded or out of breath.
  11. Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
  12. Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
  13. Exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
  14. Listen to and understand information and ideas presented through spoken words and sentences.
  15. Use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
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## Tasks

Note: The following is a list of sample tasks typically performed by Highway Maintenance Workers. Employees in this occupation will not necessarily perform all of the tasks listed.

1. Apply oil to road surfaces, using sprayers.
2. Apply poisons along roadsides and in animal burrows to eliminate unwanted roadside vegetation and rodents.
3. Clean and clear debris from culverts, catch basins, drop inlets, ditches, and other drain structures.
4. Drive trucks or tractors with adjustable attachments to sweep debris from paved surfaces, mow grass and weeds, and remove snow and ice.
5. Dump, spread, and tamp asphalt, using pneumatic tampers, to repair joints and patch broken pavement.
6. Erect, install, or repair guardrails, road shoulders, berms, highway markers, warning signals, and highway lighting, using hand tools and power tools.
7. Haul and spread sand, gravel, and clay to fill washouts and repair road shoulders.
8. Inspect markers to verify accurate installation.
9. Measure and mark locations for installation of markers, using tape, string, or chalk.
10. Paint traffic control lines and place pavement traffic messages, by hand or using machines.
11. Perform roadside landscaping work, such as clearing weeds and brush, and planting and trimming trees.
12. Place and remove snow fences used to prevent the accumulation of drifting snow on highways.
13. Remove litter and debris from roadways, including debris from rock and mud slides.
14. Set out signs and cones around work areas to divert traffic.
15. Blend compounds to form adhesive mixtures used for marker installation.
16. Drive trucks to transport crews and equipment to work sites.
17. Flag motorists to warn them of obstacles or repair work ahead.
18. Inspect, clean, and repair drainage systems, bridges, tunnels, and other structures.