

APPLICATION PACKET  
FOR  
**PUBLIC WORKS DEPARTMENT**  
CITY OF LADYSMITH

APPLICATION DEADLINE: January 30, 2025 at 4:00 PM

THE CITY OF LADYSMITH IS AN EQUAL OPPORTUNITY EMPLOYER

RETURN COMPLETED PACKET TO:

CITY OF LADYSMITH  
C/O KURT GORSENER  
120 MINER AVE WEST  
P.O. BOX 431  
LADYSMITH, WI 54848-0431  
[kgorsener@cityofladysmithwi.com](mailto:kgorsener@cityofladysmithwi.com)



# City of Ladysmith

P. O. Box 431, Ladysmith, WI 54848

Phone (715)532-2603 Fax (715) 532-2620

[www.cityofladysmithwi.com](http://www.cityofladysmithwi.com)

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Application for Position of:</b>	<b>Date Available to Start:</b>	<b>E-mail address</b>
<b>Present Address (number, street, state, zip code)</b>		<b>Home Phone</b> ( ) -
<b>Mailing Address (If different from above) (number, street, city, state, zip code)</b>		<b>Work Phone</b> ( ) -

Are you over age 18? Yes  No

Are you legally eligible for employment in the United States? Yes  No

Do you have a valid driver's license? Yes  No

Are you a Veteran? Yes  No

Are you able to perform the essential functions of the job description of the position with or without reasonable accommodations? Yes  No

What reasonable accommodation, if any, would you require?

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## EDUCATION AND TRAINING

Do you have a high school diploma, HSED or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name and Location of High School
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<b>TRAINING BEYOND HIGH SCHOOL:</b> (College/University/Technical/Vocational School Name and Address)	Major Course Studied	Graduated or degree (Y or N)	Credits Earned
1)			
2)			
3)			

**SKILLS** Please list any additional skills you have that are appropriate for the position.

**WORK EXPERIENCE** Provide a complete description of employment occurring over the past 10 years.

<b>Present or Last Employer</b>	Kind of Business	Street Address	
Your Title(s)	Reason for Leaving	City, State, Zip Code	
Your Duties	Name of Supervisor		
	Total Time Employed <input type="checkbox"/> Full time <input type="checkbox"/> Part time		
	From (Month/Year)	To (Month/Year)	
	Check One: <input type="checkbox"/> Monthly Salary Beginning \$ _____ <input type="checkbox"/> Hourly Salary Ending    \$ _____		
<b>2) Employer</b>	Kind of Business	Street Address	
Your Title(s)	Reason for Leaving	City, State, Zip Code	
Your Duties	Name of Supervisor		
	Total Time Employed <input type="checkbox"/> Full time <input type="checkbox"/> Part time		
	From (Month/Year)	To (Month/Year)	
	Check One: <input type="checkbox"/> Monthly Salary Beginning \$ _____ <input type="checkbox"/> Hourly Salary Ending    \$ _____		
<b>3) Employer</b>	Kind of Business	Street Address	
Your Title(s)	Reason for Leaving	City, State, Zip Code	
Your Duties	Name of Supervisor		
	Total Time Employed <input type="checkbox"/> Full time <input type="checkbox"/> Part time		
	From (Month/Year)	To (Month/Year)	
	Check One: <input type="checkbox"/> Monthly Salary Beginning \$ _____ <input type="checkbox"/> Hourly Salary Ending    \$ _____		

May we communicate with your present employer?    Yes     No

May we communicate with your past employers?    Yes     No

**OTHER EXPERIENCE** Describe any education or training which is not covered above, such as correspondence courses, in-service training or volunteer work which you feel is relevant to the job for which you are applying.

**REFERENCES**

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

Signature

Date Signed

Information furnished on this application is subject to verification. This information will be used to determine your qualifications. Misrepresentation of data could result in rejection as a candidate or subsequent dismissal if employed.

**Return to:** Director of Public Works  
City of Ladysmith  
P. O. Box 431  
Ladysmith, WI 54848  
kgorsegner@cityofladysmithwi.com

It is the policy of the City of Ladysmith to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

**Authorization for Release of Information  
For Official Use Only**

I hereby empower the Human Resource Director of the City of Ladysmith or other authorized representative bearing this release, within six months of its date, to obtain information and records pertaining to me from any or all of the following sources:

1. Selective Service System.
2. Any banking institution.
3. Any previous employer.
4. Any school, college, university or educational institution.
5. Any law enforcement agency.

I hereby release any individual or institution, including its officers, employees, or related personnel, both individually and collectively from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

Exceptions to this blanket authorization:

- 1.
- 2.
- 3.

**Date of Birth:** \_\_\_\_\_ **Social Security:** \_\_\_\_\_

**Driver's License #** \_\_\_\_\_

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

**Printed Name:** \_\_\_\_\_

**Note: The information provided on this form will remain confidential and used only to the extent required by this form.**

**Return form with application to:**

**Kurt Gorseger  
Director of Public Works  
City of Ladysmith  
P.O. Box 431  
Ladysmith, WI. 54848-0431**

## **PUBLIC WORKS EMPLOYEE**

### **1. GENERAL PURPOSE:**

Works in the public works department on tasks as needed.

Must be able to work on the back of the garbage truck.

Must also be able to perform in the capacity as a street laborer, water laborer, and wastewater laborer.

Must also be able to work at the cemetery and the park as a laborer.

Will perform services on mowers, pickup trucks, and small engines.

### **2. DISTINGUISHING FEATURES OF THE CLASS:**

Works in all areas of public works as needed.

### **3. ESSENTIAL TASKS:**

Ability to lift 60lb garbage bag and work on the back of the garbage truck.

Ability to lift cement blocks and storm sewer parts.

Basic knowledge to use the chipper and chip brush.

Ability to deal with the public on work matters.

Ability to take direction from senior employees and management.

Basic knowledge of painting techniques.

Ability to adapt to other job functions as needed

Basic knowledge of operating a dump truck.

Ability to operate a soil compactor.

Basic knowledge of the use of hand tools to include hand shovel, ax, and pick.

Ability to become confined entry certified.

Ability to work in a trench.

Basic knowledge to operate all lawn care equipment.

Basic knowledge of snow plowing techniques.

**4. ADDITIONAL JOB FUNCTIONS:**

Basic knowledge of pruning techniques.

Ability to locate and install markers.

Basic knowledge to operate equipment.

Basic knowledge to perform simple carpentry.

Basic knowledge to operate the bucket truck.

Ability to emplace street/park decorations.

**5. EDUCATION REQUIRED:**

High school graduate or equivalent.

**6. EXPERIENCE DESIRED:**

Proven ability to work in physically demanding jobs.

Mechanical trade courses or on the job mechanical training.

Construction experience.

**7. CERTIFICATIONS:**

Ability to obtain a commercial drivers license and confined entry certification within 6 months of hire.

**8. SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 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.

**NOTE**

**Successful applicants will be required to pass a written examination, interview, physical screening and drug & alcohol screening.**