



15 South School Street, PO Box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

WWW.MAYVILLECITY.COM

City of Mayville

Position Description

Position Title: DPW/Parks General Labor

Date: April 24, 2026

Reports To: DPW/ Parks Director

Job Purpose

The DPW/Parks General Laborer performs a variety of manual and skilled labor tasks in support of public works operations and the maintenance of City parks and facilities. This position is responsible for assisting with street maintenance, seasonal operations, and upkeep of public spaces to ensure a safe, clean, and well-maintained community.

Essential Duties and Responsibilities

The following duties are representative of the position and may be supplemented as needed:

- **Brush Collection:** Conduct citywide brush pickup bi-monthly from April through October and monthly from November through March.
- **Street Sweeping:** Operate street sweeping equipment to clean curblines and maintain roadway conditions.
- **Catch Basin and Manhole Maintenance:** Repair and maintain damaged catch basins and manhole covers.
- **Street Marking and Painting:** Repaint crosswalks, parking stalls, and no-parking zones; complete assigned sections of the City on a rotating basis annually.
- **Cold Patching:** Perform roadway repairs by patching asphalt and concrete surfaces as needed.
- **Crack Sealing (Tarring):** Apply sealant to roadway cracks to extend pavement life.
- **Leaf Collection:** Collect leaves placed at curbside throughout the community during designated seasons.
- **Snow and Ice Control:** Operate plows and other equipment to maintain safe road conditions during winter weather events.
- **Parks Maintenance:** Maintain City parks and facilities, including mowing, athletic field preparation, playground upkeep, and general cleaning.
- Perform other duties as assigned in support of DPW and Parks operations.



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Position Qualifications

- High school diploma or GED equivalent
- Valid Wisconsin Commercial Driver's License (CDL), Class B or higher.

Desirable Knowledge and Abilities

- Experience operating heavy equipment such as front-end loaders and backhoes.
- Prior experience in snow plowing and winter maintenance operations.
- General knowledge of municipal operations and City ordinances.
- Ability to work independently and manage multiple assignments.
- Strong problem-solving skills and commitment to public service.

Supervision / Decision Making

- This position does not have supervisory responsibilities.
- Works under general supervision and exercises independent judgment in completing routine assignments.

Interaction

- Frequent contact with co-workers, supervisors, and the public.
- Must demonstrate professionalism, tact, and diplomacy when addressing routine concerns.

Compensation and Benefits

- Starting wage: \$24.00 per hour
- Full-time position (40 hours per week)
- Comprehensive benefits package including:
 - Health, dental, and vision insurance
 - Life insurance and short-term disability
 - Wisconsin Retirement System (WRS) participation
 - Paid time off (vacation, sick leave, holidays)
 - Flexible Spending Account (FSA)

Application Process

Interested candidates should submit a City of Mayville application and/or resume to:

Jacob Schellpfeffer
DPW/Parks Director
City of Mayville
P.O. Box 273
Mayville, WI 53050

Applications are reviewed as received, and the position will remain open until filled.



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Applications may also be obtained in person at:

City of Mayville Offices

Monday–Friday, 8:00 a.m. to 4:30 p.m.

Work Location

This position is performed in-person within the City of Mayville, with much of the work being performed outdoors.