**Full job description**

**PUBLIC WORKS ASSISTANT – FULL-TIME**

**Village of Cobb**

The Village of Cobb is seeking a motivated, reliable individual to fill a full-time Public Works Assistant position. This role includes a wide range of responsibilities such as general buildings and grounds upkeep, street maintenance (including snow removal), water utility work, and assisting with wastewater treatment plant operations. Hours may vary as needed.

Pay Rate: negotiable depending on qualifications and experience. The Village offers great benefits, including health insurance, vacation and sick time, paid holidays and participation in the Wisconsin State Retirement System.

**Key Responsibilities:**

● General maintenance of village streets, buildings, and public grounds

● Snow plowing and removal during winter

● Assist with operation and maintenance of the village’s water and wastewater systems

● On-call duties every other weekend

● Reports to the Director of Public Works

**Requirements:**

● Valid Driver’s License

● Class A or B CDL license, or ability to obtain within 180 days of employment

● High level of reliability, independence, and initiative

● Strong communication and mathematical skills

● Ability to interact respectfully and professionally with the public

● Physical ability to perform manual labor in varying weather conditions

● Must pass a physical exam and drug screening prior to employment

**Preferred Qualifications:**

● Wisconsin Department of Natural Resources (DNR) certifications in water and wastewater operations are preferred; however, training and support will be provided to obtain certification within one year of hire.

How to Apply:

Submit a cover letter and resume to clerk@villageofcobb.net or deliver in person to: Personnel Committee, Village of Cobb, 501 Benson Street, Cobb, WI 53526. Deadline to apply: Close of business on September 17, 2025.

The Village of Cobb is an Equal Opportunity Employer. Please note that confidentiality cannot be guaranteed for finalists in this hiring process.

Job Type: Full-time

Benefits:

* Health Insurance
* Retirement plan

Willingness to travel:

* 25% (Preferred)

Work Location: In person