

City of Bayfield

Part-Time Seasonal Laborer – Immediate Opening

Position: Part-Time Seasonal Laborer, Variable Hours, Mid-May to Mid-October

Job Summary: Performs common labor tasks and maintenance on city streets, parks, buildings and utilities including water and sewer related duties.

Application Procedure: For a complete position description and application, please contact the City Hall at 715-779-5712, or at 125 South First Street, Bayfield, WI 54814-1170 or find it online at www.cityofbayfield.com.

Application Deadline: Open until filled.

The City of Bayfield is an equal opportunity employer and does not discriminate as prohibited by applicable state and/or federal laws.

Billie L. Hoopman, Clerk

CITY of BAYFIELD

Position Description

POSITION TITLE: Public Works Seasonal Laborer

REPORTS TO: Director of Public Works

JOB SUMMARY:

Performs common labor tasks and maintenance during all seasons in/on city streets, parks, buildings and utilities including water and sewer related duties.

ESSENTIAL DUTIES:

- Maintains streets and alleys including sweeping, clearing ditches, cutting and pruning trees in boulevards
- Cuts grass and removes debris from all City owned property
- Maintains all City park areas including tree removal, cleaning bathrooms, removing garbage, cutting wood, repairing and painting tables
- Removes garbage from all City buildings and park areas
- Replaces light bulbs at all City buildings
- Paints interior and exterior of City buildings
- Repairs and maintains City buildings including windows, doors, screens and roofs
- Repairs and maintains sewer and water pipes including replacement and cleaning when plugged
- Repairs streets including patching holes, painting lines for parking in handicapped zones
- Repairs and/or places street signs
- Cleans and replaces culverts and drains when necessary
- Maintains all tools and equipment in Street Department
- Performs minor maintenance on all department power tools and vehicles
- Performs cemetery maintenance including digging graves, seeding and replacing sod as grave covering
- Places garbage barrels, flags, signs and banners for special events

NON-ESSENTIAL DUTIES:

- Performs other duties as specified by the Director of Public Works

MATERIALS AND EQUIPMENT USED:

- Back hoe, Tractor, Lawn Mowers, Trucks (various sizes), Chipper, Welder, Sickle Mower and various power and hand tools

MINIMUM QUALIFICATIONS REQUIRED:

- High School education or equivalent
- Working knowledge or previous experience preferred
- Possess valid Wisconsin driver's license
- Must have a working telephone on file with Public Works Director
- Ability to follow both oral and written instructions
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain positive working relationships with supervisor, coworkers and public
- Ability to work independently and be self-directed
- Ability to deal with pressure and conflict

CITY of BAYFIELD

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City/State/Zip

Mailing Address:

Street

City/State/Zip

Contact Information:

(____) _____ (____) _____

Home Telephone

Mobile Telephone

Email

Are you 18 yrs. of age or older? _____ Yes, _____ No

How did you learn about this job opportunity? _____

POSITION SOUGHT: _____ **Available Start Date:**

Desired Pay Range: _____ **Are you currently employed?** _____

Hourly or Salary

EDUCATION

Name and Location

Graduate? – Degree?

Major / Subjects of Study

High School: _____

College or University: _____

Military: _____

**Specialized Training,
Trade School, etc.:** _____

Other Education: _____

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position.

PREVIOUS EXPERIENCE: Please list beginning from most recent

Dates—Month and Year: FROM: _____ TO: _____
Average hours per week worked: _____
Supervisor's name and contact info.: _____
Name & address of Employer: _____
Salary upon leaving position: _____
Reason for leaving: _____

Position, job notes, tasks performed and above info:

Dates—Month and Year: FROM: _____ TO: _____
Average hours per week worked: _____
Supervisor's name and contact info.: _____
Name & address of Employer: _____
Salary upon leaving position: _____
Reason for leaving: _____

Job notes, tasks performed and above info:

Dates—Month and Year: FROM: _____ TO: _____
Average hours per week worked: _____
Supervisor's name and contact info.: _____
Name & address of Employer: _____
Salary upon leaving position: _____
Reason for leaving: _____

Job notes, tasks performed and above info:

Dates—Month and Year: FROM: _____ TO: _____
Average hours per week worked: _____
Supervisor's name and contact info.: _____
Name & address of Employer: _____
Salary upon leaving position: _____
Reason for leaving: _____

Job notes, tasks performed and above info:

REFERENCES:

Name	Address, Phone Number, email	Position	Years Acquainted
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

AUTHORIZATION:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Bayfield.

I understand that any employment is conditioned on a background check. I authorize the City of Bayfield to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers to disclose information regarding my former employment, character and general reputation to the City, without giving me prior notice of such disclosure. In addition, I release the City, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in the application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to medical examination(s) or drug test(s) at any time deemed appropriate by the City and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Bayfield's Drug and Alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all City work rules, policies and procedures. The City retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature _____

Date _____