

City of Bayfield

Office of the Clerk and Mayor
125 South First Street - P.O. Box 1170
Bayfield, Wisconsin 54814
Phone (715) 779-5712
cityclerk@cityofbayfield.com

Co – Harbor/Parks Attendant Position Available Seasonal Position

Company: City of Bayfield	Contact: Billie L. Hoopman, Clerk
Street Address: 125 South First Street	Phone: 715-779-5712
City, State, Zip: Bayfield, WI 54814	Email: cityclerk@cityofbayfield.com
County: Bayfield	Fax: 715-779-5094
Job Title: Co-Harbor/Parks Attendant	
Job Description: Assist the City of Bayfield with the maintenance of the City Dock, Boat Ramp, Dalrymple Campground, and City Restrooms, and with the collection of fees.	
Salary: \$11.29/hr.	
Position: Variable Hours – up to 20 hrs./week in peak season, every other weekend, June-September	
Application Deadline: Open until filled.	
Candidate Consideration: <ol style="list-style-type: none">1. Personal Interview2. Background Investigation	
Each applicant must provide the following: <ol style="list-style-type: none">1. Letter of Interest2. Completed Application	

Established in 1913.

City of Bayfield is an Equal Opportunity Provider and Employer.

Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410

City of Bayfield

Position Description

POSITION TITLE: Harbor/Park Attendant

REPORTS TO: Public Works Director (PWD) and City Treasurer

- Is responsible to the Harbor Commission Secretary for the management of City Dock and Boat Ramp.
- Is responsible to the PWD and Treasurer for the management of Dalrymple Park.
- Reports to the PWD on maintenance and repair.
- Is responsible to City Treasurer for fees collected and record-keeping.

JOB SUMMARY: Assists the City of Bayfield with the maintenance of the City Dock, Boat Ramp, Dalrymple Campground, and City Restrooms, and the collection of fees.

ESSENTIAL DUTIES:

1. Attendant communicates the City Dock policy to permanent and transient tenants, collects transient fees, and provides the City Treasurer with records and schedules. (Permanent slip fees are handled directly by the City Treasurer).
2. Attendant is present on City Dock at least twice a day; morning and evening, to collect fees assist transients and assure cleanliness and safety on the dock.
 - A. Inspects city dock daily for problems of maintenance or cleanliness
 - B. Problems of personal safety (disorderly conduct, noise, drunkenness, etc.) report to the Police Department
 - C. Problems of maritime safety should be reported to City Hall
 - D. Attendant enforces and maintains existing City Recycling Ordinances
 - E. All problems are to be reported to the PWD
 - F. Turn in fees, receipts and accurate records daily to City Treasurer
3. Attendant assists special events tenants (i.e. Race Week, Large Vessels, etc.) in any way possible to accommodate their needs and those of other City Dock tenants.
4. Attendant monitors use of the Boat Ramp and collects ramp fees daily, making sure that station has envelopes and the ramp is in good repair. Reports problems of maintenance or safety to the PWD.
 - A. Checks and cleans restrooms at least twice a day
 - B. Inspects boat ramp daily for problems of maintenance or cleanliness
 - C. Problems of personal safety (disorderly conduct, noise, drunkenness, etc.) report to the Police Department
 - D. Problems of maritime safety should be reported to City Hall
 - E. All problems are to be reported to the PWD
 - F. Turn in fees, receipts and accurate records daily to City Treasurer.

5. Attendant monitors facilities at Dalrymple Park, inspects campground and collects fees twice daily. Reports problems of maintenance or safety to the PWD. (Campground is open Memorial Day through Apple Festival Weekend).
 - A. Checks and cleans restrooms at least twice a day
 - B. Sees to adequate wood supply for camper's use
 - C. See that campers have posted paid notices and rented signs at sites
 - D. Removes outdated rented signs
 - E. Turns in fees, receipts and accurate records to drop box at Bremer Bank daily
 - F. Reports problems or disorderly conduct to Police
6. Attendant will report minor maintenance and repairs to the PWD.
7. Attendant must be friendly, cooperative and anxious to assist tourists. This person will represent Bayfield to visitors and must be an ambassador of good will.
8. The PWD will establish daily schedule, so that the general public and city personnel have knowledge of his/her routine. Attendant may be asked to attend Parks and Recreation or Harbor Commission meetings.
9. Attendant may at any time suggest special programs, fees schedules, publicity techniques, or changes or additions to policies for City Dock, Boat Ramp and Dalrymple Campground to the Harbor Commission and/or Parks & Recreation Committee.
10. Must clean restrooms per daily schedule (Highrise, Front Street, Dalrymple, Boat Ramp, NPS Building).
11. Attendant may be called for any problems that may arise. A number where they can be reached needs to be on file at City Hall and with the Police Department.

NON-ESSENTIAL DUTIES:

Performs other duties as specified by the Department Supervisors, Mayor and City Council.

MINIMUM QUALIFICATIONS REQUIRED:

- Must be familiar with the Chequamegon Bay region and recreational opportunities available to tourists
- Must be at least 18 years of age
- High School education or equivalent
- Possess valid Wisconsin driver's license and have own means of reliable transportation
- Must have a working telephone and on file with the City
- 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

PHYSICAL DEMANDS:

- Lifting 50 lbs. maximum with the assistance of another person and occasionally lifting and/or carrying objects weighing up to 25 lbs.
- Frequent standing, sitting and walking
- Occasional driving
- Must be capable of using hand(s) for repetitive fine manipulation, grasping, pushing, pulling and operating controls
- Continuous bending
- Frequent twisting, reaching and grappling
- Occasional squatting, climbing, kneeling
- Ability to communicate orally in a clear manner
- Ability to distinguish sounds at various frequencies and volumes
- Ability to distinguish people or objects at varied distances under a variety of light conditions
- Ability to work under a variety of temperatures and atmospheric conditions
- Ability to work in an environment with above average noise

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbent may be requested to perform job related responsibilities and tasks other than those stated on this description.

Incumbent Date

Director Public Works Date

Mayor Date

Clerk Date

Approved 1/2015

HARBOR AND PARKS ATTENDANT DAILY SCHEDULE

WORK SCHEDULE AND HOURS:

- See Attached

BOAT RAMP:

- Check money drop at least twice daily
- Match envelopes to vehicles
- Leave note and envelope on windshield of vehicles that did not pay for launch
- Keep log of unpaid vehicles license plate numbers and type of vehicle

CITY DOCK:

- Check money drop at least twice daily
- Match envelopes to boats
- Leave note and envelope on boat if they did not pay
- Keep log of unpaid boat registration numbers and type of boat (sail/power)

DALRYMPLE:

- Check money drop at least twice daily
- Match envelopes with campsites
- Approach campsite for payment if camper did not deposit envelope in money drop
- Post Reservations as directed
- Keep log of unpaid vehicle license plate numbers and site #
- Remove old rented signs

RESTROOMS:

- Highrise - Clean three times daily or more if needed
- Front Street - Clean three times daily or more if needed
- Dalrymple (2)- Clean three times daily or more if needed
- Boat Ramp - Clean three times daily or more if needed

NATIONAL PARK SERVICE BUILDING (First Floor - Information Area):

- Clean men and women's restrooms on both Saturday and Sunday one time
- Empty waste basket at information desk and in restrooms

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	Name & Address of Employer	Salary Upon Leaving	Position	Reason for leaving
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				

REFERENCES:

Name	Address & Phone Number	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 Company, without giving me prior notice of such disclosure. In addition, I release the Company, 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 Company work rules, policies and procedures. The City retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____

Signature _____