

# City of Bayfield

Office of the Clerk and Mayor  
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## Harbor/Parks Restroom Attendant Seasonal Position Available

<b>Company:</b> City of Bayfield	<b>Contact:</b> Billie L. Hoopman, Clerk
<b>Street Address:</b> 125 South First Street	<b>Phone:</b> 715-779-5712
<b>City, State, Zip:</b> Bayfield, WI 54814	<b>Email:</b> <a href="mailto:cityclerk@cityofbayfield.com">cityclerk@cityofbayfield.com</a>
<b>County:</b> Bayfield	<b>Fax:</b> 715-779-5094
<b>Job Title: Harbor/Parks Restroom Attendant</b>	
<b>Job Description:</b> Assist the City of Bayfield with the maintenance of the restrooms at the Boat Ramp, Dalrymple Campground, Washington Avenue and East Dock Park (when completed). <i>NOTE: This position may lead to a Summer Seasonal Public Works Laborer Position in 2024..</i>	
<b>Salary:</b> \$15.00/hr.	
<b>Position:</b> Variable Hours – up to 20 hrs./week in peak season, includes weekends, late May through September	
<b>Application Deadline:</b> Open until filled.	
<b>Candidate Consideration:</b> <ol style="list-style-type: none"><li>1. Personal Interview</li><li>2. Background Investigation</li></ol>	
<b>Each applicant must provide the following:</b> <ol style="list-style-type: none"><li>1. Letter of Interest</li><li>2. Completed Application</li></ol>	

*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 Restroom Attendant

**REPORTS TO:** Public Works Director (PWD, Harbor/Park Attendant and Treasurer

- Is responsible to the PWD and Harbor/Park Attendant for the maintenance of the restrooms
- Reports to the Treasurer bi-weekly for payroll.
- Reports to the PWD on maintenance/repair issues.

**JOB SUMMARY:** Assists the City of Bayfield with the maintenance of the restrooms at the Boat Ramp, Dalrymple Campground, and Washington Avenue and East Dock Park.

### **ESSENTIAL DUTIES:**

1. Attendant must check, clean and fully stock all City restrooms:
  - Fountain/East Dock Park – Clean a minimum of 3 times daily
  - Front Street – Clean a minimum of 3 times daily
  - Dalrymple (2) – Clean a minimum of 3 times daily
  - Boat Ramp – Clean a minimum of 3 times daily
2. Attendant will report any and all maintenance and repairs to the PWD.
3. 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.
4. 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.
5. 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



# 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 \_\_\_\_\_