

Public Works Seasonal Laborer Immediate – Part-Time Position Available

Company: City of Bayfield	Contact: Joel Weber, Public Works Director
Street Address: 125 South First Street	Phone: 715-779-1204
City, State, Zip: Bayfield, WI 54814	Email: citypublicworks@cityofbayfield.com
County: Bayfield	Fax: 715-779-5094
Job Title: Part-Time Seasonal Laborer	
Job Description: This position performs common labor tasks and maintenance during all seasons in/on city streets, parks, buildings, utilities, including water and sewer related duties.	
Salary: \$16.02/hr.	
Position: Maximum of 32 hrs. week; Monday through Thursday. Starting in April through August, with potential hours into October.	
Application Deadline: Open until filled.	
Candidate Consideration: <ol style="list-style-type: none"> 1. Personal Interview 2. Background Investigation 3. Previous experience preferred. 	
Each Applicant Must Provide the Following: <ol style="list-style-type: none"> 1. Completed Application 2. Resume, not required 	

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: PUBLIC WORKS SEASONAL LABORER

REPORTS TO: PUBLIC WORKS DIRECTOR

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 area
- Replace light bulbs at all City buildings
- Paints interior and exterior of City buildings
- Repairs and maintains City building including windows, doors, screens and roofs
- Repair and maintain sewer and water pipes including replacement and cleaning when plugged
- Repairs streets including patching holes, painting lines for general parking
- Repair and/or places street signs
- Clean and replace 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:

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

MINIMUM QUALIFICATIONS REQUIRED:

- High School Diploma/Equivalent Required
- 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 work independently and be self-directed
- Ability to deal with pressure and conflict

PHYSICAL DEMANDS:

- Lifting 100 lbs. maximum with the assistance of another person and occasionally lifting and/or carrying objects weighing up to 75 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, swimming or working in water
- 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 in this description.

Incumbent

Date

Director, Public Works

Date

Mayor

Date

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 _____