



VILLAGE OF SUAMICO
Invites applications for the position of:

Facilities & Grounds - Seasonal Laborer

SALARY: \$11.00 - \$15.00 Hourly

OPENING DATE: 01/15/19

CLOSING DATE: 03/09/2019, or until filled

GENERAL DESCRIPTION:

Seasonal laborer – facilities and grounds employees are responsible for the general maintenance of the Village parks, green spaces, right-of-ways, recreational and other municipal facilities, in addition to driving trucks and equipment operation. Position typically runs May through August, depending on weather and grass growth. Average of 30-38 hours per week. One-half hour unpaid lunch.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Perform turf maintenance including mowing, sodding, trimming, garbage pickup, watering, weeding, mulching, etc.
- Perform general building and restroom maintenance tasks including but not limited to cleaning, sweeping, mopping, removing/picking up garbage, scraping, painting, inspecting, documenting problems, etc.
- Perform athletic facility maintenance tasks including but not limited to grooming, raking, leveling, marking, inspecting, documenting problems, etc.
- Performs grounds maintenance such as trash and litter pickup. Replace trash and recycling can liners. Planting/flower bed maintenance, weeding etc.
- Assists in the maintenance of park equipment as directed to include installation of playground equipment, park benches, picnic tables, etc.
- Assists other members of crew in various work assignments
- Observes and follows safety rules at all times.
- Reports to work on time each day.
- Reports all significant events, problems, issues or occurrences to immediate supervisor.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be 18 years of age and possess a valid Wisconsin driver's license with a good driving record.
- Must be able to load and unload a trailer.

- Knowledge and experience in landscaping, general building, ground, athletic field and equipment maintenance.
- Be able to work productively and safely with little or no supervision.
- Ability to operate vehicles, lawn mowers, string trimmers, small tractors and various hand tools.
- Ability to endure working in various weather conditions.
- Ability to understand and follow written and oral instructions.
- Ability to perform relatively heavy and repetitive duties safely and efficiently.
- Must possess a high degree of responsibility, cooperation, courtesy and tact.

DESIRABLE TRAINING AND EXPERIENCE:

- Operate power equipment including but not limited to riding mowers, small tractors, ball field groomers, push mowers, line trimmers, tillers, pressure washers, hedge trimmers, blowers, loading/unloading pick-up trucks, hauling trailers, etc.
- Knowledge of power and hand tools used in maintenance and construction.
- Perform equipment maintenance including but not limited to cleaning, fueling, checking fluid levels, inspecting, documenting, reporting problems, etc.
- Ability to learn the general layout of the Village and to learn the routes to other locations.

GENERAL EXPECTATIONS:

- Dress should be clean in taste, no rips or holes in jeans/pants. No tank tops.
- Ability to work irregular schedules based on project demand and weather.
- Must provide own steel toe shoes.

APPLICATIONS AVAILABLE AT:
<http://www.suamico.org/>
 OR Municipal Services Center

COMPLETED APPLICATION MAY BE EMAILED TO:
 LeahH@suamico.org

OR SENT/MAILED TO:
 Village of Suamico
 12781 Velp Ave.
 Suamico, WI 54313

Seasonal Laborer – Facilities & Grounds – Supplemental Questionnaire (required)

1. For purposes of conducting a background check, please list your legal name (first, middle, last) and any former names (maiden, etc.).
2. For purposes of conducting a background check, please list your driver's license number. If you do not have a driver's license, please list N/A.
3. For purposes of conducting a background check, please list your birth date (month/day/year).

4. For purposes of conducting a background check, please list any previous addresses you have had in the last 5 years. If any former addresses have been out of state, please list your social security number.

5. Describe your past experience with grounds care or landscaping.

6. I certify that all information I have provided is correct. I understand that falsification of information or omissions from this application may result in disqualification or removal from any position. I understand that the information provided will be used to conduct a criminal background check.

Yes

No