



**VILLAGE OF SUAMICO**  
Invites applications for the position of:

## **Facilities & Grounds - Seasonal Laborer**

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**SALARY:** \$11.00 - \$15.00 Hourly

**OPENING DATE:** 01/15/18

**CLOSING DATE:** 03/09/2018, 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 and documenting problems, etc.
- Perform athletic facility maintenance tasks including but not limited to grooming, raking, leveling, marking, inspecting and documenting problems, etc.
- Assists in the maintenance of all recreation areas as directed to include installation of playground equipment, park benches, picnic tables, other park equipment, etc.
- Assists other members of crew in various work assignments and performs other duties as assigned.
- 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 independently with little or no supervision.
- Ability to operate vehicles, lawn mowers, string trimmers, small tractors and various hand tools.
- Ability to tolerate 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. Shorts must be to your knees.
- Must provide own steel toe shoes.

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APPLICATIONS AVAILABLE AT:  
<http://www.suamico.org/>

12781 Velp Ave.  
 Suamico, WI 54313  
 (920)434-2212

COMPLETED APPLICATION MAY BE SENT/DELIVERED 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. Do you have a valid Wisconsin driver's license?  
 \_\_\_Yes                      \_\_\_No
  
3. 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.

4. For purposes of conducting a background check, please list your birth date (month/day/year).

5. 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.

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

7. 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