



Seasonal Parks & Public Work Maintenance Help Needed

The Town of Cedarburg is looking for one hardworking, dependable employee to assist Parks and Public Works with parks and athletic field maintenance, and minor DPW projects.

Typical duties of this temporary, part-time position include mowing lawns at Town Hall, Fire Station 2, Town parks and athletic facilities, bike paths, landscape maintenance, painting projects, and some light building maintenance. Applicants must be at least 18 years of age and possess a valid driver's license. Length of employment will not exceed 25 weeks. Starting wage range \$16.00-\$17.00/hr.

Typical work schedule is Monday-Friday. Hours are between 6am-3:30pm. We are looking for an employee able to work between the months of April-October 40 hours per week, with some flexibility if weather reduces the need for mowing.

Paul Jungbauer – Director of Parks & Recreation – Town of Cedarburg
1293 Washington Avenue
Cedarburg, WI 53012
pjungbauer@townofcedarburgwi.gov
(262)377-4509 x 2

Employment applications are available at the Cedarburg Town Hall, 1293 Washington Avenue, Cedarburg, WI 53012, or on the Town's website, www.townofcedarburgwi.gov

The application period is open until filled.

Contact Director of Parks and Recreation Paul Jungbauer at Town Hall with questions:
262-377-4509 x2
pjungbauer@townofcedarburgwi.gov



POSITION DESCRIPTION

TITLE: Seasonal Parks & Public Works Maintenance Employee

DEPARTMENT: Parks & Recreation/Public Works

SUPERVISED BY: Director of Parks & Recreation

POSITION SUMMARY

This temporary, part-time position is responsible for lawn mowing and landscape maintenance in Town Parks, the Korb Sports Complex, OHOW Fields, Town Hall, Fire Station #2, and bike paths, and is to complete other tasks assigned by the supervisor, which may include public works related duties, in an efficient and workmanlike manner.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Essential functions include, but are not limited to:

1. Cut lawn, trim weeds, and maintain flower beds at Town Hall, Town Parks, Korb Sports Complex, OHOW Fields, Fire Station #2, and bike paths.
2. Set up, prepare, and groom athletic fields for athletic activities.
3. Paint miscellaneous items as necessary.
4. Miscellaneous public works projects such as painting, flagging, shoulder patching, or other projects.
5. Miscellaneous Town Hall, Korb Sports Complex, OHOW Fields, Fire Station #2, and Town Parks maintenance projects as assigned.
6. Report any potential hazards in Town Parks, Korb Sports Complex, OHOW Fields, Town Hall, Fire Station #2 and bike paths to the supervisor.

ESSENTIAL KNOWLEDGE AND ABILITIES:

1. Ability to operate walking/riding lawn mower, push mower, weed trimmer, and hedge trimmer.
2. Ability to drive a vehicle with a trailer behind.
3. Must be able to walk and climb in and out of vehicles, including trucks.
4. Must be physically capable to lift 50 lbs.
5. Must be a self-starter and able to work independently.
6. Possess effective communication skills to communicate with co-workers and residents.

SPECIAL REQUIREMENTS:

1. Must be at least 18 years old
2. Possession of a valid driver's license
3. Steel-toed work boots required.

GENERAL WORKING CONDITIONS:

Work is generally performed outdoors in all weather conditions.

NON-DISCRIMINATION:

All positions in the Town of Cedarburg will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

ACKNOWLEDGEMENT BY EMPLOYEE:

I hereby certify that I have read the above job description and fully understand my duties and responsibilities.

(Employee Signature)

(Date)

(Town Administrator)

(Date)