



108 W. Main St., Little Chute, WI 54140 (920) 423-3869

PARKS, RECREATION & FORESTRY DEPARTMENT

Adult Seasonal Parks Laborer/Mower Application

If you have any questions, please feel free to call Director or Parks, Recreation & Forestry (John) at 423-3868.

PERSONAL DATA	Last Name	First (legal) Name	Middle	Cell Phone Number
	Address	City	Zip Code	Home Phone Number
	Do you possess a valid Wisconsin driver's license? ___No ___Yes			
	License#: _____		Expiration Date: _____	
	Applicant must be a mature adult. Are you at least 18 years of age? ___No ___Yes			
	Are you available to work during the daytime from April to November? ___No ___Yes			
	Did you graduate from high school or do you possess a GED? ___No ___Yes			
Have you ever been convicted of a felony or do you currently have a felony charge pending? ___No ___Yes If yes, please attach a separate sheet giving full information.				

OTHER INFORMATION	Please list any skills, experience, or qualifications that we should consider as part of your application for employment:

WORK EXPERIENCE	Name of Employer		From Month/Year	To Month/Year
	Employer's Address		Employer's Phone Number	Immediate Supervisor
	Job Title	Duties Performed		
	Reason For Leaving		Ending Wage/Salary	
	Name of Employer		From Month/Year	To Month/Year
	Employer's Address		Employer's Phone Number	Immediate Supervisor
	Job Title	Duties Performed		
	Reason For Leaving		Ending Wage/Salary	
	Name of Employer		From Month/Year	To Month/Year
	Employer's Address		Employer's Phone Number	Immediate Supervisor
	Job Title	Duties Performed		
	Reason For Leaving		Ending Wage/Salary	

REFERENCES (do not include relatives)	Name		Position/Title/Profession	Telephone Number
	Address			How many years have they known you?
	Name		Position/Title/Profession	Telephone Number
	Address			How many years have they known you?
	Name		Position/Title/Profession	Telephone Number
	Address			How many years have they known you?

AUTHORIZATION AND WAIVER	<p><i>I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading, or incorrect, I may be terminated. I agree that the Village of Little Chute shall not be held liable in any respect if my employment is terminated because of false, incomplete, or misleading statements, answers, or omissions made by me in this application.</i></p> <p><i>I hereby understand and acknowledge that the positions listed on this application are not represented positions, which means that any employment relationship with the Village is of an "at will" nature, and that the employee may resign at any time or the employer may discharge the employee at any time with or without cause.</i></p>	
	<p>Applicant Signature: _____ Date: _____</p>	

Adult Seasonal Park Laborer applications will be reviewed AS THEY ARE RECEIVED. Applications accepted until position filled. Final deadline to return is Friday, March 3.
(Return application to Little Chute Parks, Recreation & Forestry Dept., 108 W. Main St., Little Chute, WI 54140)



Village of Little Chute Position Description

Position Title	Parks Mower and General Park Maintenance
Department	Parks, Recreation, and Forestry
Classification	Limited Term Employee
FLSA Status	Non-Exempt
Reports To	Parks Foreman; Operations Manager; Parks, Recreation, & Forestry Director
Direct Reports	n/a
Last Updated	1/13/2023

Purpose of Position

Perform a variety of unskilled or semi-skilled tasks in the general maintenance and operation of all parks and buildings; operate a variety of equipment in the preparation, repair, and maintenance of buildings, grounds, parks, pools, athletic fields, open spaces, and recreation structures; and maintain village urban forest. This position begins in March and ends in November weather permitting.

Essential Duties and Responsibilities

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

Responsible for the daily operation of the department; completes own timesheet; assists with equipment and facility preparation for program use; performs a variety of tasks simultaneously or in rapid succession; develops and performs preventive maintenance measures on assigned facilities; suggests procedures to improve efficiency and effectiveness of operations.

This positions primary responsibility is to mow all park land and Village property within the Village of Little Chute. In addition,

Assists with leaf pickup and mulching in the fall.

Assists with the care and maintenance of village trees within the department, including planting, trimming, training, felling, and chipping.

Assists with the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the village parks and open spaces.

Assists foreman with determining, calculating, and securing the appropriate materials and supplies for planned work; informs immediate supervisor of labor and equipment needs.

Uses excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Performs other related duties and special projects as assigned, including village sponsored community events.

Education, Experience, and Skills

Graduation from a standard high school or vocational school, or possession of a valid certificate of equivalency from the State or Armed Forces, or any equivalent combination of education and experience.

Strong interpersonal communication skills. Regular attendance and punctuality required.

Special Requirements

Valid state driver's license or ability to obtain one.

Knowledge, Skills, and Abilities:

Considerable knowledge of methods, materials, and equipment used in building and grounds maintenance. Working knowledge of equipment and supplies used to do minor repairs.

Knowledgeable with the construction and operation of all building, parks entities and equipment relative to maintaining all village parks and/or recreation sites.

Knowledge of parks and recreation systems procedures.

Knowledgeable in urban forestry.

Knowledge of safety practices and procedures and ability to follow safe working conditions.

Skill and ability in the operation, maintenance, and repair of equipment used in assigned maintenance operations, including trucks, multipurpose vehicle, air hammers and compressors, brush chipper, lawn mowers, hand and power tools, saws, shovels, rakes, brooms, etc. as required by the position.

Ability to work from broad direction with limited supervision; ability to work well with assigned staff.

Ability to perform strenuous physical labor, including heavy lifting and digging, and walk/stand for long periods of time under all weather conditions.

Ability to organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; ability to organize tasks and working environment to maximize efficiency; ability to focus attention on tasks which may be complex, routine, or retentive, without losing concentration or becoming distracted by external activities.

Ability to adapt to interruptions, equipment failures, unusual demands, or changing priorities; ability to handle emergency situations.

Ability and skill to use equipment and tools properly and safely.

Ability to communicate effectively verbally and in writing. Ability to understand, follow, and transmit written and oral instructions.

Ability to establish and maintain effective relationships with other employees and the public and to deal with the public in a courteous and tactful manner.

Tools and Equipment Used

Motorized vehicles and equipment, including trucks, tractors, elevated baskets, multipurpose vehicle, air hammers and compressors, brush chipper, lawn mowers, hand and power tools, saws, shovels, rakes, brooms, etc. as required by the position. Hearing and eye protection will be needed for some jobs.

Physical Requirements

The physical demands described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Specific vision abilities include far and near vision, depth perception, peripheral vision, and ability to adjust focus.
- * Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms (75%).
- * Frequently required to walk, stand, sit, talk, and hear (50%).
- * Frequently required to lift and/or move and push and/or pull up to 50 pounds (50%).
- * Occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell (10%).
- * Occasionally required to lift and/or move and push and/or pull up to 100 pounds (5%).

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Regularly works in outside weather conditions (75%).
- * Frequently works near moving mechanical parts and is exposed to vibrations (50%).
- * Frequently exposed to hazards of dust, traffic, and noise (50%).
- * Frequently exposed to wet and/or humid conditions (40%).
- * Occasionally works in extreme heat or cold (25%).
- * Occasionally exposed to hazards of chemicals, dust, and high places (10%).

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work or equipment that may be performed or needed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EOE / ADA Statement

The Village of Little Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, XYZ will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.