



*Department of  
Parks, Recreation & Forestry*

## Job Posting

*Seasonal Staff - Summer/Fall 2024*

# Public Works & Parks Maintenance Worker

## Village of Bellevue, Brown County

The Village of Bellevue is one of Brown County's fastest-growing municipalities, with over 16,000 residents. The Village provides a full range of Public Works and Park related services to our residents. The Village is seeking seasonal members to add to our team that are motivated to make a difference in our community and provide the highest quality of services to our visitors, residents, and businesses.

Our seasonal employees are essential to meet a variety of seasonal summer and fall duties. Seasonal employees assist regular staff from mid-May through mid-September, depending upon assigned tasks. Positions may provide up to 40 hours per week for up to 6-months of continuous employment. Additional hours may be available before May 1st and after mid-September. Applicants with more limited availability are still encouraged to apply.

### QUALIFICATIONS

- Must be 18 years of age
- High school diploma or GED certificate
- Valid Wisconsin driver's license and access to reliable transportation
- Must pass a post-employment background check
- Applicants with any prior Parks, Forestry, Recreation, Public Works, or general laborer experience preferred, but not required

Visit the Job Opportunities page on our website, [VillageOfBellevueWI.gov](http://VillageOfBellevueWI.gov) to see the full job description.

### HOW TO APPLY

To apply for this position, download an application from our [website](http://website) & send a **cover letter**, **resume** and **completed employment application** to [Employment@VillageOfBellevueWI.gov](mailto:Employment@VillageOfBellevueWI.gov) or mail a copy to:

Village of Bellevue  
Attn: Human Resources  
2828 Allouez Ave  
Bellevue, WI 54311

### CLOSING DATE

This is a **seasonal position** with a starting hourly hiring range of \$17/hr., based on qualifications. The position is open until filled.

*The Village of Bellevue values a diverse workplace where all are welcome and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*



*Department of  
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## Job Description

**POSITION TITLE:**

Seasonal – Public Works/Parks Maintenance

**DEPARTMENT:**

Public Works/Parks, Recreation & Forestry

**REPORTS TO:**

Parks & Urban Forestry Foreman/Street Superintendent

**FLSA CATEGORY:** Non-exempt

**EMPLOYMENT CLASSIFICATION:** Seasonal

**PAY TYPE:** Hourly

**LATEST REVISION DATE:** 04/2023

**PAY RATE:** \$17 an hour

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### POSITION SUMMARY

Seasonal Laborers assist regular staff from mid-May through mid-September as assigned by the Parks Forestry Foreman and/or the Operations Manager. This position provides general labor in support of the delivery of public services, including, but not limited to maintenance of public streets, grounds, parks & recreational facilities, utilities and rights-of-way, and maintenance of vehicles and equipment. The hours generally worked by this position are weekdays 6:30 AM to 2:30 PM. This position may need to be available on weekends for short periods of time. Additional hours may be available before May 1<sup>st</sup> and after mid-September.

### ESSENTIAL DUTIES & RESPONSIBILITIES

Duties vary depending on the department assignment and may include:

- Athletic field and turf maintenance
- Asphalt labor
- Building and grounds maintenance not limited to: painting, cleaning, etc.
- Assist in maintenance of utilities  
(e.g. flush hydrants, operate valves, clean catch basins, and repair catch basins)
- Vehicle operation, maintenance, and cleaning
- General labor support
- Hand mowing, trimming, and general landscaping
- Light equipment operation
- Sign installation, meter installation, general utility assistant, and community cleanup
- Maintain streets, pick up brush, pavement repair
- Performs related duties as assigned

## ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- Ability to operate a variety of tools and equipment including: hand tools, brush chipper, lawn mowers, utility machinery, line trimmers, and various other small power tools
- Ability to follow directions, manage multiple work assignments and complete them accurately and in a timely fashion, resolve problems, work as part of a team, and receive and give constructive criticism
- Ability to make sound decisions and exercise good judgment in the absence of supervision
- Ability to communicate effectively and courteously with the general public, board members, supervisors, other village employees, construction contractors, and others
- Ability to perform manual labor for an extended period of time in all types of weather conditions

## PHYSICAL DEMANDS

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions, and requires the ability to bend, stoop, sit, stand, reach, pull, walk for an extended period of time, and to perform occasional or repetitive lifting as required by the job.
- Requires the ability to occasionally lift loads of up to eighty pounds
- Requires the ability to climb and descend a ladder
- Requires the ability to operate/use hand tools, motorized vehicles and equipment
- Requires the ability to effectively communicate verbally with citizens and other staff members
- Ability to operate office equipment to include telephone, pagers, computers, photocopier, and fax machine

## ADDITIONAL REQUIREMENTS

- Must be 18 years of age upon first day of employment
- High school diploma or GED certificate strongly desired
- Must possess a valid driver's license and have access to reliable transportation
- Must pass a post-employment offer background check

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*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position*

