

## EMPLOYMENT ADVERTISEMENT

### TOWN OF MUKWONAGO MAINTENANCE WORKER (Seasonal) PUBLIC WORKS DEPARTMENT

**Position Overview:** The position of Maintenance Worker (Seasonal) Public Works Department is responsible for day-to-day setup of athletic fields; maintenance and improvements of grounds, facilities, parks, equipment, and services for the Department of Public Works of the Town of Mukwonago. Wage rate is \$9.50/hour. Typical work week will be 35 hours/week from mid-May through August. Some weekend work will be required.

An application and full position description can be obtained at the Mukwonago Town Hall Clerk's Office during normal business hours located at W320 S8315 Beulah Road, Mukwonago, WI 53149. All candidates are required to complete the Town's Application for Employment and submit a complete resume with references no later than close of business, March 12, 2010.

The Town of Mukwonago is an Equal Opportunity Employer.

# **Town of Mukwonago**

## **JOB DESCRIPTION**

**JOB TITLE: Maintenance Worker, Department of Public Works**

**IMMEDIATE SUPERVISOR:**

Reports to the Public Works Foreman, and/or a designated representative.

**POSITION OVERVIEW:**

The position is responsible for day-to-day maintenance and improvements of grounds, facilities, parks, equipment and services for the Department of Public Works of the Town of Mukwonago.

### **SECTION A**

#### **Essential Knowledge, Skill and Job Related Experience Required**

1. Basic knowledge of traffic laws and regulations as applied to motorized maintenance equipment.
2. Basic knowledge and ability to operate power tools, and similar department equipment.

### **SECTION B**

#### **Special required qualifications**

1. Must be at least 18 years old.
2. Must possess a valid driver license and a good driving record.
3. Ability to perform, and some knowledge of general parks, building, and grounds maintenance operating and tasks.
4. Ability to drive a one-ton dump truck, and other vehicular equipment.
5. Ability to operate and maintain powered mowers, trimmers, small tractors and similar grounds maintenance equipment.
6. Ability to utilize common hand tools for grounds and park maintenance.
7. Knowledge of elementary accident precautions applicable to park and grounds maintenance and ability to demonstrate safe working procedures.
8. Ability to keep simple records and reports, and to work from oral and written directions.
9. Ability to maintain effective relationships with other employees and the public, and to interact with the public in a courteous and tactful manner.
10. Ability to perform manual labor and withstand a variety of temperatures, weather and working conditions.

### **SECTION C**

## **Essential Functions & Responsibilities**

1. Maintain park grounds, collect and dispose of litter and refuse, mow and trim grass, rake and remove leaves and brush, general landscape maintenance and horticultural work.
2. Maintenance and preparation of ball diamonds to include daily safety inspections, dragging, lining, raking, watering and refuse removal.
3. Clean Town Hall, park buildings, shelters, restrooms, and picnic areas.
4. Operate and maintain various pieces of motorized equipment, trucks/vehicles, and tools related to assigned duties.
5. Preparation of reports and other related paperwork.
6. Perform other related maintenance tasks and functions and support services for recreation programs and DPW as required and assigned.

### **SECTION D**

#### **Physical Requirements in Performing Task Responsibilities**

The performance of routine tasks requires a capacity to intermittently sit, stand, walk, bend, and lift moderately heavy (up to 100 lbs) objects.

### **SECTION E**

#### **Working Conditions Under Which Tasks are Performed**

1. Sometimes tasks will require early starting times and longer hours.
2. Must be able to work some weekends.

### **CORE COMPETENCIES**

1. *Works Productively.* Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; uses good judgment; uses Town of Mukwonago Recreation Department resources and supplies appropriately and efficiently.
2. *Personal Behaviors/Communicates Effectively.* Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

3. *Builds Community*: Understands and embraces the role of all team staff members; helps participants make connections to others; practices effective relationship building techniques.

4. *Provides Quality Experience*. Possesses the ability to deliver outstanding experiences for team members, participants; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that till exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve team members and participants.