



2016

CITY OF BELOIT

SEASONAL EMPLOYMENT INFORMATION PACKET

CITY OF BELOIT, 100 State Street
Beloit WI 53511
PHONE: (608) 364-6612 FAX: (608) 364-6759
email: marshallm@beloitwi.gov

**2016
CITY OF BELOIT
SEASONAL EMPLOYMENT OPPORTUNITIES**

The City of Beloit employs seasonal employees to work in the Department of Public Works Operations, Recreation, Parks, Leisure Services, Engineering, and Water/Wastewater Divisions. These divisions oversee the maintenance of various public facilities and the City's recreation programs.

Because you have expressed an interest in employment with the City, we have prepared the attached information regarding job opportunities including program descriptions, position titles, job requirements and the number of people we expect to hire indicated after the position. The wages and number of hours are approximate figures and may be subject to change and are not a guarantee. Please look over this information before completing the application that we hope will assist you in your search for employment.

Qualified City of Beloit residents that apply for seasonal positions will be given preference to hire.

Remember, that your application speaks for you. It is important that you complete information requested for the "seasonal application" in its entirety. Failure to complete the online job application thoroughly may be sufficient cause to exclude you from consideration for employment or may subject you to discharge, if any incorrect statements become known after employment. If you have a prepared resume, you will have the opportunity to attach it to the application. Your application will be kept on file for the duration of the 2016 season. You will also have the ability to update your application online.

Only individuals selected for an interview will receive written or verbal communication. Continued employment or employment past this season is not guaranteed.

NEW EMPLOYEES WILL NOT BE ALLOWED TO BEGIN WORK UNTIL THE FOLLOWING HAVE BEEN SUBMITTED:

- **Seasonal Employment Application**
- **I-9 form and required identification**
- **W-4**
- **Direct Deposit form**
- **Work Permit (if under 18 years of age)**

****NO EXCEPTIONS****

ALL SEASONAL JOB OFFERS WILL BE CONTINGENT UPON PASSING A BACKGROUND CHECK AND A PRE-EMPLOYMENT OR RANDOM DRUG SCREEN.

APPLICATIONS WILL BE REVIEWED FOR HIRING IN THE FOLLOWING DIVISIONS:

Operations	March 5, 2016
Golf	March 5, 2016
Parks	March 5, 2016
Water/Wastewater	March 5, 2016

Engineering:	March 19, 2016
---------------------	-----------------------

Leisure Services:

Summer	Riverside Lagoon	January 1 thru March 27, 2016
	Pool	January 1 thru May 1, 2016
	Playgrounds/Camp/Other Summer	January 1 thru May 8, 2016
Winter	Ice Rink	June 1 thru September 11, 2016
	Volleyball	June 1 thru September 25, 2016
	Basketball	January 1 thru December 31, 2016
All Year	Officials – Basketball, Volleyball & Softball	

JOB DESCRIPTIONS - OPERATIONS

The Department of Public Works Operations Division has general laborer positions in several areas, including:

Operations Seasonal - (approximately 40 hours per week)

Planned Positions Available: 10

Summer Seasonal Only: May through August

Yearly Seasonal: April through October

Responsibilities: Assist regular full time city employees with outdoor work. Includes mowing of City property, outside cleaning, painting city streets, assist Forestry and Streets work groups.

Qualifications: Must be creative, energetic, highly organized, motivated, dependable, patient and able to maintain discipline. Must be 18 years of age upon employment and possess a valid driver's license. Possess good communication skills, ability to complete daily paperwork and work with others. Also will require the ability to lift up to 30 pounds repeatedly throughout the day.

Entry Level Wage: \$9.25 per hour

JOB DESCRIPTIONS – PARKS

General Seasonal - (approximately 40 hours per week)

Planned Positions Available: 12

Summer Seasonal Only: May through August

Yearly Seasonal: April through November

Responsibilities: Assist regular full time city employees with outdoor work. Includes mowing, trimming, outside cleaning, painting, planting flowers, and litter pick up.

Qualifications: Must be creative, energetic, highly organized, motivated, dependable, patient and able to maintain discipline. Must be 18 years of age upon employment and possess a valid driver's license.

Entry Level Wage: \$9.25 per hour

JOB DESCRIPTIONS – GOLF Division of Parks

General Seasonal - (approximately 35 hours per week)

Planned Positions Available: 6

Summer Seasonal Only: May through August
Yearly Seasonal: March through November

Responsibilities: Assist regular full time city employees with outdoor work at the Krueger-Haskell municipal golf course. Includes mowing, trimming, bunker maintenance, cup changing, outside cleaning, planting flowers, litter pick up, and any other duties related to golf course maintenance.

Qualifications: Must be creative, energetic, highly organized, motivated, dependable, patient and able to maintain discipline. Must be 18 years of age upon employment and possess a valid driver's license and available to work some weekends.

Entry Level Wage: \$8.00 per hour

Clubhouse Attendant - (approximately 35 hours per week)

Planned Positions Available: 7

Summer Seasonal Only: May through August
Yearly Seasonal: March through November

Responsibilities: Work the front counter checking in golfers. Assist with play days and tournaments. Some light cleaning and trash removal required.

Qualifications: Attendant 1: Must be outgoing and customer oriented. Must be able to work a flexible schedule and be able to work some weekends and holidays. Also some basic computer knowledge a plus but not required.

Attendant 2: Same as Attendant 1, plus two years of experience as an Attendant I position. Scheduling staff, coordinate Play Day Events, and update KHGC website. Thorough knowledge of EZ Link reservation system and the ability to generate reports as requested.

Entry Level Wage: \$8.00 per hour Attendant I
\$11.00 per hour Attendant II

JOB DESCRIPTIONS – Water Resources Division

General Seasonal - (approximately 40 hours per week)

Planned Positions Available: 2 (32 weeks)

Summer Seasonal Only: May through August

Yearly Seasonal: May through November

Responsibilities: Duties may include assisting water utility maintenance, grounds maintenance, hydrant maintenance, and sanitary sewer maintenance. Also includes mowing, trimming, outside cleaning, painting, planting flowers, and litter pick up.

Qualifications: Must be creative, energetic, highly organized, motivated, dependable, patient and able to maintain discipline. Must be 18 years of age upon employment and possess a valid driver's license. Civil or other Engineering student preferred. Possess computer skills, good communication skills; and ability to work with the public.

Entry Level Wage: \$9.25 per hour

JOB DESCRIPTIONS – Water Pollution Control Facility (WPCF)

General Seasonal - (approximately 40 hours per week)

Planned Positions Available: 1 (15 weeks)

Summer Seasonal Only: May through August

Yearly Seasonal: May through November

Responsibilities: Duties may include assisting water utility maintenance, grounds maintenance, hydrant maintenance, and sanitary sewer maintenance. Also includes mowing, trimming, outside cleaning, painting, planting flowers, and litter pick up.

Qualifications: Must be creative, energetic, highly organized, motivated, dependable, patient and able to maintain discipline. Must be 18 years of age upon employment and possess a valid driver's license. Possess computer skills, good communication skills; and ability to work with the public.

Entry Level Wage: \$9.25 per hour

JOB DESCRIPTIONS – Engineering Division

The Engineering Department works with private contractors to construct public utilities, streets and structures, as well as to provide other engineering services. During the summer construction months, we need additional help to complete this work. Work hours follow the contractor's schedule, but usually are 7:00 AM to 3:30 PM.

General Internships - (approximately 40 hours per week)

Planned Positions Available: up to 3

Summer Only: May through August

Responsibilities: Assist Engineers and Engineering Technician(s) as needed. Duties may include pounding stakes, surveying, taking measurements, inspecting streets, counting traffic, running prints, data entry, construction inspection, drafting/CADD, GIS and other duties.

Qualifications: Must be creative, energetic, highly organized, motivated, dependable, patient and able to maintain discipline. Background or continuing education in Civil or other Engineering field preferred, other math or science fields may be acceptable. Possess computer skills, good communication skills and ability to work with the public. Must be 18 years of age upon employment and possess a valid driver's license.

Entry Level Wage: \$9.25 per hour

JOB DESCRIPTIONS - LEISURE SERVICES

The Leisure Services provides services during both the winter and summer season. The aquatic season runs from early June through August and the winter season is October through March. Work hours will consist of morning, afternoon, evening, weekend and holiday hours.

SUMMER POSITIONS

Clinic/Sport Camp Instructors: (approximately 4-6 hours per week)

Planned Positions Available: 2-3

Responsibilities: Instruct kids on rules, skills and sportsmanship. Set up and tear down of facility used for clinic. Work well and communicate with others.

Qualifications: Previous experience in related sports. Must be 18 years of age.

Entry Level Wage: \$9.25 / hour

Day Camp Counselor: (approximately 15-25 hours per week)

Planned Positions Available: 1

Responsibilities: Provide safe, fun program activities for kid's ages 6-12. Communicate with parents, coworkers, and supervisors.

Qualifications: Background in related field, first aid/CPR certifications preferred.

Entry Level Wage: \$7.25 / hour

Day Camp Supervisor: (approximately 15-25 hours per week)

Planned Positions Available: 1

Responsibilities: Supervise and instruct counselors and campers. Communicate with supervisors, plan weekly activities. Day Camp Supervisors are responsible for campers and counselors on field trips.

Qualifications: Background in related field, first aid/CPR certifications preferred. Must be 18 years of age.

Entry Level Wage: \$9.25 / hour

Head Lifeguard: (approximately 20-40 hours per week)

Planned Positions Available: 2-3

Responsibilities: Supervises lifeguard staff and reports directly to the Pool Manager.

Qualifications: First Aid/CPR for lifeguards/WSI Certifications required.
Candidates may obtain during first year.

Entry Level Wage: \$10.00 / hour

Lifeguard: (approximately 20-40 hours per week)

Planned Positions Available: 5-7

Responsibilities: Aide in preventing accidents and protecting the lives and safety of pool patrons. Lifeguards will enforce pool rules and regulations. Lifeguards report directly to the Head Lifeguard.

Qualifications: First Aid/CPR for lifeguards/WSI Certifications required.
Candidates may obtain during first year.

Entry Level Wage: \$9.00 / hour

Playground Leader: (approximately 15 hours per week)

Planned Positions Available: 3-7

Responsibilities: Provide fun and safe program activities for kids ages 6-12. Help organize weekly field trips to the pool. Work and communicate well with others, including organizations that visit parks. Playground Leaders report directly to the Playground Coordinator.

Qualifications: Work in related field a plus, CPR/First Aid Certifications preferred.

Entry Level Wage: \$7.25 / hour

Pool Cashiers: (approximately 5-20 hours per week)
Planned Positions Available: 2-5

Responsibilities: Responsible for public relations and information and the admission of patrons. Expected to run a smooth, well-organized and efficient office and handle problems in a courteous manner. The Pool Cashier reports directly to the Pool Manager.

Qualifications: Previous experience handling money is a plus, will train.

Entry Level Wage: \$7.25 / hour

Riverside Lagoon Cashiers: (approximately 4-20 hours per week)

Planned Positions Available: varies

Responsibilities: Responsible for public relations and information and the admission of patrons. Expected to run a smooth, well-organized and efficient office and handle problems in a courteous manner. Cashier also sells concession items.

Qualifications: Previous experience handling money is a plus, will train.

Entry Level Wage: \$7.25 / hour

Riverside Lagoon Dock Worker: (approximately 4-10 hours per week)

Planned Positions Available: varies

Responsibilities: Responsible for securing/releasing paddleboats, bikes, kayaks and helping patrons safely use equipment. Dock Worker is expected to help cashier maintain a clean facility.

Qualifications: Must be at least 14 years of age.

Entry Level Wage: \$7.25 / hour

Softball Umpire: (approximately 5-20 hours per week, depending on number of teams)

Planned Positions Available: 6-10

Responsibilities: Officiate games, knowledge and interpretation of softball rules; maintain control of players, managers and fans.

Qualifications: Certified or registered officials preferred.

Entry Level Wage: \$12.50 / game

Swim Lesson Aide: (approximately 5-10 hours per week)

Planned Positions Available: 1-3

Responsibilities: Assist with swim lessons; provide safe instruction for kids of various ages. Swim Lesson Aides report directly to Swim Lesson Instructor. Must communicate well with participants and coworkers.

Qualifications: First Aid/CPR/WSI Lifeguard Certifications required.

Entry Level Wage: \$7.25 / hour

Swim Lesson Instructor: (approximately 5-10 hours per week)

Planned Positions Available: 5-8

Responsibilities: Provide lesson plans, conduct instructional lessons to various age groups. Must communicate well with participants and coworkers.

Qualifications: First Aid/CPR/WSI Lifeguard Certifications required.

Entry Level Wage: \$7.25 / hour

Tennis Assistant: (approximately 5-10 hours per week)

Planned Positions Available: 1

Responsibilities: Help Instructor provide quality Tennis lessons. Must be able to communicate well with participants and help create a fun learning environment.

Qualifications: Previous tennis experience required.

Entry Level Wage: \$7.25 / hour

Tennis Coordinator/Instructor: (approximately 5-10 hours per week)
Planned Positions Available: 1

Responsibilities: Provide tennis lesson plans to Recreation Supervisor for approval. Must communicate lessons to assistant and participants while creating a fun learning environment.

Qualifications: Previous tennis experience and good communication skills required.

Entry Level Wage: \$9.25 / hour

WINTER POSITIONS

Basketball Official: (approximately 6 hours per week, depending on number of teams)

Planned Positions Available: 3-4

Responsibilities: Officiate adult basketball games (show understanding and interpretation of rules); maintain control of players, fans. Pick up gym after games are completed.

Qualifications: Prior basketball officiating experience. Registration or certification preferred.

Entry Level Wage: \$15.00 / game Recreation League, \$20.00 / game Competitive League

Basketball/Instructor Supervisor: (approximately 4-8 hours per week)

Planned Positions Available: 1

Responsibilities: Instruction of basketball skills.

Qualifications: Prior basketball experience.

Entry Level Wage: \$12.00 / hour

Basketball Court Supervisor: (approximately 4-8 hours per week, depending on number of teams)

Planned Positions Available: 1

Responsibilities: Prepare gym for games. Communicate with officials, score keepers, fans. Report scores to Leisure Services at the end of each night.

Qualifications: Strong leadership qualities must be at least 18 years old.

Entry Level Wage: \$8.00 / hour

Ice Rink Cashiers: (approximately 3-10 hours per week)

Planned Positions Available: 2-5

Responsibilities: Responsible for public relations and information and the admission of patrons. Expected to run a smooth, well-organized and efficient office and handle problems in a courteous manner. The Ice Rink Cashier reports directly to Leisure Service Staff.

Qualifications: Previous experience handling money is a plus, will train.

Entry Level Wage: \$7.25 / hour

Rink Supervisor: (approximately 10-20 hours per week)

Planned Positions Available: 3-4

Responsibilities: Care for and maintain good public relations, the pavilion ice surface, Zamboni Ice Resurfacing Machine, lobby and restroom areas. Expected to run a smooth, well-organized and efficient operation and to handle any problems in a courteous, professional manner.

Qualifications: Clean driving record, must be 18 years of age.

Entry Level Wage: \$9.00 / hour

Basketball Scorekeeper: (approximately 3-10 hours per week, depending on number of teams)

Planned Positions Available: 2-3

Responsibilities: Keep track of game progress. Communicate with officials, managers and players. Open/close facilities. Responsible for completion and accuracy of all score sheets.

Qualifications: Previous experience preferred, will train.

Entry Level Wage: \$7.25 / hour

Skate Guard: (approximately 3-6 hours per week)

Planned Positions Available: 2-3

Responsibilities: Will enforce ice rules and ensure a safe environment for public ice skating.

Qualifications: Good communication skills. Able to ice skate. Enforce rink rules.

Entry Level Wage: \$7.25 / hour

Volleyball Official: (approximately 3-15 hours per week)

Planned Positions Available: 3-4

Responsibilities: Officiate games, knowledge and interpretation of volleyball rules; maintain control of players, managers and fans.

Qualifications: Certified or registered officials preferred.

Entry Level Wage: \$12.00 / game

Volleyball Site Supervisor: (approximately 3-20 hours per week)

Planned Positions Available: 1-2

Responsibilities: Responsible for preparing/cleaning up facility, including set up/storage of volleyball nets. Report scores, keep standings. Maintain control of facility, participants, manager, and fans.

Qualifications: Previous volleyball experience preferred.

Entry Level Wage: \$8.00 / game