



Recruitment Announcement

Lead Facilities Worker Parks & Playground

The Lead Facilities Worker - Parks and Playgrounds oversees the maintenance, repair, and upkeep of parks, playgrounds, and related facilities. This position ensures the safe and efficient operation of playground equipment, park structures, and landscaped areas while providing guidance and supervision to assigned staff. The role involves planning and coordinating daily activities, performing maintenance tasks, and ensuring adherence to safety and quality standards, with particular emphasis on cleanliness and upkeep.

Works under the general supervision of the Park Maintenance Supervisor and Director of Parks and Recreation. Must be able to independently solve problems and implement solutions on a daily basis as they affect daily operations. Work is performed independently and is reviewed through occasional inspections and observations of results obtained.

Candidates must be able to communicate clearly and effectively, both orally and in writing, have working knowledge of equipment, materials and supplies used in building and grounds maintenance and making minor repairs. Knowledge and skill in the use of tools and equipment including power tools commonly associated with building construction, electrical, plumbing, heating trades and grounds maintenance, ability to work independently and to complete daily activities according to work schedule. Must possess a valid Wisconsin Driver's License.

COMPENSATION & BENEFITS

SALARY RANGE: \$23.27 - \$24.69 per hour, depending on qualifications

BENEFITS: Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 6.95% into the Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, 2 floating holidays, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at www.two-rivers.org/jobs. Qualified candidates should submit a cover letter, resume, and completed City employment application to HR@two-rivers.org or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or HR@two-rivers.org with questions.

HOW TO APPLY

Send a **cover letter**, **resume**, and **completed employment application** by email to HR@two-rivers.org or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241

Applications should be submitted by February 24, 2025 to ensure consideration.



Position Description

POSITION TITLE: Lead Facilities Worker, Parks and Playgrounds

REPORTS TO: Park Maintenance Supervisor

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: January 20, 2025

DEPARTMENT: Rec. Facilities/Parks/ Cemeteries

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade 6

GENERAL PURPOSE

The Lead Facilities Worker - Parks and Playgrounds oversees the maintenance, repair, and upkeep of parks, playgrounds, and related facilities. This position ensures the safe and efficient operation of playground equipment, park structures, and landscaped areas while providing guidance and supervision to assigned staff. The role involves planning and coordinating daily activities, performing maintenance tasks, and ensuring adherence to safety and quality standards, with particular emphasis on cleanliness and upkeep.

SUPERVISION RECEIVED

Works under the direct supervision of the Parks & Facilities Supervisor.

Must be able to independently solve problems and implement solutions on a daily basis as they affect daily operations. Work is performed independently and is reviewed through occasional inspections and observations of results obtained.

SUPERVISION EXERCISED

May supervise seasonal or part-time workers as required or assigned.

DUTIES & RESPONSIBILITIES

- Supervise and direct a team of seasonal and part-time facilities workers in the maintenance and repair of parks, playgrounds, and associated infrastructure.
- Conduct routine inspections of playground equipment, park facilities, landscaped areas, and restrooms to identify and address potential safety hazards and maintenance needs.
- Utilize the work order management system, Productive Parks, to track and assign maintenance activities, ensuring accurate record-keeping and timely task completion.
- Perform hands-on maintenance and repair tasks, including but not limited to landscaping, equipment repairs, trash removal, restroom cleaning, installing benches, pouring concrete, repairing picnic tables, clearing trails using a compact loader and sweeper, tree pruning, and tree removal.



- Provide maintenance support for the Neshotah Beach Concession Stand, including routine upkeep and addressing repairs as needed.
- Winterize restrooms across all parks and ensure proper maintenance during the off-season.
- Open and close park facilities, ensuring security and proper preparation for daily use.
- Maintain basic knowledge of irrigation systems to support proper operation and repairs as needed.
- Maintain accurate records of maintenance activities, inspections, and completed tasks.
- Train and mentor staff on proper maintenance techniques, safety protocols, equipment use, and cleanliness standards.
- Collaborate with the Parks Supervisor and other Facilities Lead Workers to plan and prioritize projects, allocate resources, and procure necessary materials.
- Oversee the care and cleanliness of Neshotah Beach, including beach grooming, trash removal, and restroom maintenance.
- Maintain and ensure proper functioning of parks vehicles and equipment, such as trucks, UTVs, lawnmowers, and other machinery. Perform or coordinate regular maintenance, inspections, and minor repairs to keep all equipment in optimal condition.
- Respond to emergencies and urgent maintenance requests promptly, including on weekends and holidays as necessary.

EDUCATION AND EXPERIENCE

- Graduation from high school or GED equivalent, and
- Four years' experience in repair and maintenance work, or equivalent combination of relevant education and experience.
- Experience supervising a seasonal work force with employees of all ages.
- Valid state driver's license or ability to obtain one.

SPECIAL REQUIREMENTS

- Commercial Driver's License (CDL) Endorsement, desirable
- Must be 18 years old at the time of employment.
- Must be a US Citizen
- Must be able to read and write in the English language.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of equipment, materials and supplies used in building and grounds maintenance and making minor repairs. Knowledge and skill in the use of tools and equipment including power tools commonly associated with building construction, electrical, plumbing, heating trades and grounds maintenance.
- Working knowledge of first aid and applicable safety precautions.
- Ability to work independently and to complete daily activities according to work schedule;
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions;
- Ability to understand, follow, and transmit written and oral instructions;
- Ability to establish effective working relationships with employees, supervisors, and the public. Ability to interact with other employees and maintain working relationships.
- Skill to effectively meet and deal with the public;
- Ability to communicate effectively verbally and in writing;
- Ability to handle stressful situations.

- Knowledge in technical aspects of heating, ventilating, and air conditioning, electrical and plumbing systems and other equipment.
- Knowledge of maintenance and custodial techniques, equipment, and supplies.
- Ability to work independently and complete daily activities according to work schedule.
- Ability to read plans and diagrams.
- Working knowledge carpentry, plumbing, basic electronics and concrete work.
- Strong oral communication and interpersonal skills.
- Basic knowledge of supply accountability and inventory control.
- Basic record keeping skills.
- Demonstrated skill and basic knowledge of computers, MS Office Products, internet and electronic mail systems.

TOOLS AND EQUIPMENT USED

Position operates tractors, mowers, jackhammers, welders, trucks, and other listed equipment as needed. Telephone, computer, copy machine, fax machine, and calculator. Lawn and landscaping equipment, including chain saw, edger, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; fountain equipment; pumps, boiler, valves, gauges, etc.; janitorial equipment including floor buffers, steam cleaner, washers, vacuums, mops, brooms, and dusting equipment.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions, color vision, and the ability to adjust focus.

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.

Work is performed in an office, vehicle, or outdoor setting. Including exposure to extreme outside elements consistent with NE Wisconsin temperatures during day and night operations.

Work may be performed in emergency and stressful situations. The individual is exposed to loud equipment and hazards associated with heavy and light equipment operations.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

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

Drug testing will be conducted for this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.



**TWO
RIVERS**
WISCONSIN

APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION

Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City				State	ZIP
Phone			E-mail Address		
Date Available		Desired Salary		Comments	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:		
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:		
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		

EDUCATION										
High School					Address					
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, have you passed a high school Equivalency or GED test?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

SPECIAL SKILLS OR QUALIFICATIONS
Describe any special skills applicable to this position:
Describe any additional training and experience applicable to this position:

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)									
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:**Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____