

Maintenance for Village Park  
Village of Coloma, Waushara County

The Village of Coloma, Wisconsin seeks a qualified individual for the Part-time position of Park Maintenance in the Park Department. High school graduate or equivalent required. A valid drivers license is required. Candidates with some Park maintenance experience preferred. Must be able to lift up to 50 lbs, standing/walking or sitting for long periods of time and tolerant of Summer weather conditions. Ideal candidate will possess strong public relations and interpersonal skills. Starting pay range of \$12/hour. Applications are available online at [www.villageofcoloma.com](http://www.villageofcoloma.com) or in The Village Clerk's office at 155 N. Front St., Coloma. Application deadline is Feb 1, 2021 at 4pm.

Applications can be found online at  
[www.villageofcoloma.com](http://www.villageofcoloma.com)

Or at the Coloma Library at 715-228-2530

APPLICATIONS CAN BE RETURNED VIA MAIL, EMAIL  
([brenda.walker@colomawi.org](mailto:brenda.walker@colomawi.org)) or placed in the drop box  
in the rear of the building. Box is emptied daily.

## **PARK JOB DESCRIPTION**

1. Mow & Trim grass. Cut weeds.
2. Change oil in lawnmowers when needed.
3. Keep lawnmower blades sharpened.
4. Empty all garbage cans twice a week. Keep inside of cans which are in the shelter clean.
5. Pick up any litter on park grounds. Sweep sidewalk.
6. Keep shelter clean at all times.
7. Use herbicide when & where needed ( under bleachers, fence line on ball diamond, etc)
8. Water north ball diamond grass Monday & Thursday.
9. Drag both ball fields every day Monday thru Friday.
10. Water sod around volley ball court.
11. Keep bleachers, playground equipment & picnic tables repaired & in good shape.
12. Repair bathroom faucets when needed.
13. Fertilize ball diamond end of May & first of September. Fertilize other grass end of August or first of September.
14. Put tennis & volley ball nets up in spring, take down in fall. Put down bases on both ball diamonds in the spring and take up in the fall.
15. Help supervise inmates when they are here.
16. Purchase supplies when needed.
17. Assist Friends of the Park if needed.
18. Water Flower Planter at entrance to Park.
19. Attend all park board meetings – 2<sup>nd</sup> Monday of each month Mar/Oct



Have you been convicted of a felony within the last 7 years?  Yes  No  
(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Veteran of the U.S. Military Service?  Yes  No                      If Yes, give date \_\_\_\_\_

List professional, trade, business or civic activities and offices held.  
(You may exclude those which indicate race, color, religion, sex or national origin): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give name, address and telephone number of three references that are not related to you and are not previous employers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical Or Mental Handicaps.**

Government contractors are subject to 38 USC2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

Handicapped Individual     Disabled Veteran     Vietnam Era Veteran

Signed \_\_\_\_\_

# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1				
Employer	Telephone ( )	Dates Employed		Worked Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
2				
Employer	Telephone ( )	Dates Employed		Worked Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
3				
Employer	Telephone ( )	Dates Employed		Worked Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
4				
Employer	Telephone ( )	Dates Employed		Worked Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

If you need additional space, please continue on separate sheet of paper.

## Special Skills & Qualifications

Summarize special skills and qualifications acquired from employment or other experience

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# Education

	Elementary	High	College/University	Graduate/Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Diploma/Degree			
Describe course of Study:			

Describe Specialized Training, apprenticeship, Skills, and Extra-Curricular Activities	
Honors Received:	

State any additional you feel may be helpful to us in considering your application.

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### For Personnel Department Use Only

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

Employed  Yes  No

Date of Employment \_\_\_\_\_

INTERVIEWER

DATE

Job Title \_\_\_\_\_

Hourly Rate/

Salary \_\_\_\_\_

Department \_\_\_\_\_

By \_\_\_\_\_

NAME AND TITLE

DATE