

Forest County Forestry Department

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April 6, 2015

Prospective applicants,

Veteran's Memorial Park and Campground is located on the south end of Lake Metonga. Our facilities include 66 camp sites, bath-house, pit toilets, picnic pavilions, playground, a large beach, boat launch, fish cleaning shack and dump station. We are a seasonal park owned and operated by Forest County and the Forestry and Parks Department. Interested applicants should read the follow job description, fill out an application and return it to:

Forest County Forestry and Parks
200 E Madison Street
Crandon, WI 54520

Applications must be returned by Friday, April 17 at 4:00pm.

“ESCAPE TO THE FOREST, It's Yours to Enjoy”

*Nicolet National Forest - Over 400,000 Acres of Public Land - 824 Lakes - 480 Miles of Trout Streams
398 Miles of Snowmobile Trails – Hunting – Fishing – Campgrounds and Parks – Hiking and Ski Trails*

COUNTY PARK SEASONAL WORKER

FORESTRY DEPARTMENT

GENERAL STATEMENT OF DUTIES: This is a part-time, seasonal position (Approximately May 18th through September 18th) serving as a seasonal worker at the Forest County Veteran's Memorial Park located at the South end of Lake Metonga, Crandon, WI. This position has responsibilities in the maintenance of buildings, structures and grounds and must be available to work weekends. Position will be approximately 20-30 hrs/week at a rate of \$8.00/hr.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist the public in obtaining all necessary information regarding the campground, rules and regulations, maps, brochures, etc.
- Maintain grounds by mowing, picking up litter, collecting and disposing of garbage in dumpsters.
- Clean and maintain restrooms a minimum of twice per day, and more often as needed. This includes but is not limited to washing, mopping and disinfecting bathroom facilities. Make sure an adequate supply of toilet paper is available.
- Clean and maintain the fish cleaning facility daily.
- Clean and maintain the recycling area ensuring that recyclables are placed in the proper containers.
- Maintain a clean garage and work area placing tools in a secure location.
- Maintain riding lawn mowers, push mowers, trimmers and weed eaters, including fuel supplies, checking oil daily, greasing and general maintenance and up keep. Non-routine maintenance will be scheduled with the Forest Administrator for repair.
- Use proper safety equipment for the respective duty which includes hearing, foot and eye protection.
- Keep boat landing, beach, dam, picnic areas, basketball, volleyball courts and playground facilities free from litter, glass or obstacles which may injure the public.
- Maintain order in the park and campground area in accordance with the County Park Ordinance.
- Inform the Park Manager of developments at the park, needed repairs, needed supplies, user problems or conflicts.
- Close the park at season's end, including general litter clean up, securing tools and equipment, storage of picnic tables and grills.
- Perform other duties as assigned or necessary to maintain a safe, clean campground and recreation area.
- Assign camping spaces as necessary.

REQUIRED KNOWLEDGE AND SKILLS: Experience in working with the public. Ability to follow complex oral and written instructions. Ability to use sound judgement, courtesy, tact and dependability. Basic knowledge and understanding of the operation of riding mowers, push mowers, and weed-eaters. Must have a valid WI Drivers License.

CONTROL OVER THE POSITION: The Park Manager and the Forest Administrator will spot check work for completeness, accuracy, compliance with deadlines, conformance with established procedures and policies, and effective accomplishment.

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

(PLEASE PRINT)

Position (s) Applied For

Date of Application

How Did You Learn About Us?

☐

Advertisement

☐

Relative

☐

Inquiry

☐

Employment Agency

☐

Friend

☐

Other

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Daytime Telephone Number

Best time to contact you

If you are under 18 years of age, can you provide
required proof of your eligibility to work?.....

☐ Yes

☐ No

Have you ever filed an application with us before?.....

☐ Yes

☐ No

If Yes, give date _____

Have you ever been employed with us before?

☐ Yes

☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here?.....

☐ Yes

☐ No

Are you currently employed?.....

☐ Yes

☐ No

May we contact your present employer?.....

☐ Yes

☐ No

Are you prevented from lawfully becoming employed in this
country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment

☐ Yes

☐ No

Date available for work / /

Are you available to work:

☐ Full Time

☐ Part Time

☐ Temporary Seasonal

Are you currently on "lay-off" status and subject to recall?.....

☐ Yes

☐ No

Can you travel if a job requires it?.....

☐ Yes

☐ No

Have you ever been convicted of a felony within the last five (5) years?.....

☐ Yes

☐ No

A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate School				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Address	
	Telephone Number (s)		Job Title	
	Supervisor		Reason for Leaving	
	Dates	Employed	Work Performed	
	From	To		
2.	Employer		Address	
	Telephone Number (s)		Job Title	
	Supervisor		Reason for Leaving	
	Dates	Employed	Work Performed	
	From	To		
3.	Employer		Address	
	Telephone Number (s)		Job Title	
	Supervisor		Reason for Leaving	
	Dates	Employed	Work Performed	
	From	To		

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

List professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

Any Equipment / Tools Used
(List)

__ Terminal

__ Spreadsheet

__ PC/MAC

__ Word Processing

WPM __

__ Shorthand

_____	_____
_____	_____
_____	_____
_____	_____

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

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. __Yes __No

References

1.) Name:

Address:

Phone #:

2.) Name:

Address:

Phone #:

3.) Name:

Address:

Phone #:

Applicant's Statement

I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “*at will*” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at anytime with or without cause. It is further understood that this “*at will*” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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 employer.

Signature of Applicant

Date