



CITY OF JANESVILLE

Wisconsin's Park Place:

*Discover the community of choice
to realize life's opportunities*

2017

SEASONAL

EMPLOYMENT

INFORMATION

PACKET

CITY OF JANESVILLE, 18 N. JACKSON ST., P.O. BOX 5005,
JANESVILLE WI 53547-5005
HUMAN RESOURCES DIVISION: (608) 755-3080
www.ci.janesville.wi.us/jobs

2017 CITY OF JANESVILLE SEASONAL EMPLOYMENT OPPORTUNITIES

The City of Janesville hires seasonal employees to work in the Recreation, Parks, Engineering, Operations, Technical Services and Water/Wastewater Divisions. These City Divisions are responsible for the supervision of recreation programs and maintenance of various public facilities including: Day Camps and recreation programs, youth and adult sports, Rockport and Palmer Pools, Dawson Softball Complex, Ice Arena, Senior Activity programs, various concession stands, Parks, Operations, and Utilities within the City of Janesville.

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, and job requirements. 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 an online application. We hope this document assists you in your search for employment.

Remember that your application speaks for you. Please be thorough. It is important that you complete the application in its entirety. Failure to complete the job application accurately 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. **All job applications must be completed online.** To complete an application go to the City's website – www.ci.janesville.wi.us and click on the "Jobs" tab on the top. You will need to complete an application for each position you are applying for. To apply you must first set up an account.

Be sure to list your qualifications and any job or volunteer experience that makes you a desirable candidate for the job. Please upload any certifications you have that may be applicable to a job. If you have a prepared resume, attach it to the application and complete any information not included in your resume. A resume shall not substitute completion of a job application. Your application will be on file for one year. Some positions may already have a qualified returning applicant.

All applicants with the exception of some recreation employees must be a minimum of 18 years of age. Some Recreation Division employees may be 16 years old. Anyone hired under the age of 18 will be required to obtain a work permit. The summer positions available and the tentative hiring timetable are as follows:

RECREATION:	Day Camp Supervisor, Day Camp Counselor, Head Lifeguard/Supervisor, Lifeguard, Swim Instructor, Hydro Aerobics Instructor, Pool Cashier, Concession Stand Attendant, Adult Softball Umpire, Adult Softball Supervisor, Adult Softball Scorekeeper, Dawson Groundskeeper, Start Smart Sports Instructor, Office Assistant and Recreation Intern
PARKS:	Park Maintenance and Cemetery Maintenance
ENGINEERING:	Engineering Intern
OPERATIONS:	Laborer and Forestry Intern
UTILITIES - WATER:	Laborer
WASTEWATER:	Grounds Maintenance and Wastewater Treatment Plant Intern

TIMETABLE FOR HIRING

Applications will be accepted through Friday, March 31st for positions in the Park and Recreation Divisions. All other closing dates are listed on the City website in the "jobs" tab. Only those individuals selected for an interview will receive written or verbal communication. Interviews will begin in mid-March and may continue through mid-April with most positions confirmed by Friday, May 5th. However, we will accept applications until positions are filled. Continued employment or employment past this season is not guaranteed.

CITY OF JANESVILLE DIVERSITY STATEMENT

The citizens of Janesville choose this community, not just as a place to live, but as a place to realize life's opportunities. We strive to sustain a community culture where differences are recognized, understood, and appreciated. As such, the City of Janesville recognizes the importance of developing an environment where diversity is not merely accepted but embraced and celebrated. As public servants, we believe everyone has the right to be treated with dignity and respect. To this end, we will diligently recruit and retain the most talented employees in an environment that fosters maximizing one's potential. Therefore, we encourage individuals from all backgrounds, perspectives, and experiences to consider employment with the City of Janesville and serve the residents of "Wisconsin's Park Place."

JOB DESCRIPTIONS

PROGRAM: DAY CAMPS

CAMP SUPERVISOR: (approximately 30-40 hours per week for 4-12 weeks, depending on camp).

Responsibilities: Provides on-site supervision at Kids Count Camp (12 weeks) and Kids Count Camp Half Day (4 weeks)/ 8 two-hour One Day Fun Days for camp staff and participants. Responsible for camper and counselor safety and well-being and facility care. Prepares camp calendars/lesson plans during training week with the help of co-camp counselors. Leads staff, designs and implements program activities and instructs children ages 5-12, and enforces rules. Provides good communication between, counselors, campers, parents and supervisor. Maintains and submits records and reports to supervisor. Liaison to Recreation Division.

Qualifications: Must be mature, creative, energetic, highly organized, motivated, dependable, patient, able to maintain discipline and interested in working with youth. Previous experience in a camp or classroom setting and supervisory experience necessary; certified in Child & Adult CPR/First Aid required – can be obtained during camp training session; Prefer Education/Recreation, or Physical Education major. Valid driver's license required. Must be 18 years of age or older.

MUST BE AVAILABLE TO WORK THE WHOLE DURATION OF CAMP (Dates given at interview)

MUST BE AVAILABLE FOR MANDATORY TRAINING DURING THE WEEK OF 5/31-6/10
Beginning Wage: \$11.00 per hour

TOT LOT SUPERVISOR: (approximately 15 hours per week for 6 weeks)

Responsibilities: Provides on-site supervision, leads staff, designs and implements program activities, instructs pre-school age children, and enforces rules. Responsible for camper and counselor safety and well-being and facility care. Prepares camp calendars/lesson plans during training week with the help of co-camp counselors. Provides good communication between,

TOT LOT SUPERVISOR CONTINUED

counselors, campers, parents and supervisor. Maintains and submits records and reports to supervisor. Serves as liaison to Recreation Division. May need to help with the preparation, design and implementation of 1-8. two-hour One Day Fun Day programs (ages 3-12).

Qualifications: Must be mature, creative, energetic, highly organized, motivated, dependable, patient, able to maintain discipline and interested in working with youth. Previous childcare or teaching experience desired; certified in Child CPR/First Aid required – can be obtained during camp training session. Prefer Education/Recreation or Physical Education major. Valid driver's license required. Must be 18 years of age or older.

MUST BE AVAILABLE TO WORK THE WHOLE DURATION OF CAMP (Dates given at interview)

MUST BE AVAILABLE FOR MANDATORY TRAINING DURING THE WEEK OF 5/31-6/10

Beginning Wage: \$11.00 per hour

KIDS COUNT CAMP COUNSELOR: (30–40 hours per week for 12 weeks)

KIDS COUNT CAMP COUNSELOR HALF DAY(30-40 hrs/week for 4 weeks)/**8, TWO-HOUR ONE DAY FUN DAYS:**

Responsibilities: Plans, supervises and responsible for being an active part of various camp activities. Responsible for camper safety, well-being and rule enforcement. Kids Count Camp and Kids Count Camp Half Day Counselors will teach/lead a variety of skills including arts and crafts, music, cultural arts, community speakers, special events, nature and sports, etc. Counselors will also plan a variety of community trips and themed activities and assist with facility maintenance.

Counselors can work afternoons at Kids Count Half Day Camp and mornings at Camp Tot Lot. Kids Count Camp Half Day Counselors may be able to pick up additional hours after the completion of camp at Kids Count Camp if hours are available.

Qualifications: Must be creative, energetic, motivated, dependable, patient and able to maintain discipline. Previous experience working with children in a camp setting (or other youth facility or program) required; certified in Child & Adult CPR/First Aid required – can be obtained during camp training session. Prefer Education/Recreation or Physical Education major. Valid driver's license required. Must be 18 years of age or older.

MUST BE AVAILABLE TO WORK THE WHOLE DURATION OF CAMP (Dates given at interview)

MUST BE AVAILABLE FOR MANDATORY TRAINING DURING THE WEEK OF JUNE 4-10

Beginning Wage: \$9.00 per hour

TOT LOT COUNSELOR: (15 hours per week for 6 weeks)

Responsibilities: Plans, supervises and responsible for being an active part of various camp activities. Responsible for camper safety, well-being and rule enforcement. Tot Lot Counselors will teach/lead a variety of pre-school related activities. Counselors will also plan a variety of themed activities, and facility maintenance.

Counselors can work mornings at Camp Tot Lot and afternoons at Kids Count Half Day Camp. Tot Lot Counselors may be able to pick up additional hours after the completion of camp at Kids Count Camp if hours are available.

Qualifications: Must be creative, energetic, motivated, dependable, patient and able to maintain discipline. Previous experience working with pre-school required; certified in Child CPR/First Aid required – can be obtained during camp training session. Prefer Education/Recreation or Physical Education major. Valid driver's license required. Must be 18 years of age or older.

MUST BE AVAILABLE TO WORK THE WHOLE DURATION OF CAMP (Dates given at interview)

MUST BE AVAILABLE FOR MANDATORY TRAINING DURING THE WEEK OF JUNE 4-10

Beginning Wage: \$9.00 per hour

PROGRAM: AQUATICS

Aquatic facilities include Rockport Pool and Palmer Wading Pool. The aquatic season runs from June 10th through August 20th for Rockport Pool and June 3rd through August 27th for Palmer Wading Pool. Work may consist of morning, afternoon, evening, weekend and holiday hours.

HEAD LIFEGUARD/SUPERVISOR: (approximately 30-40 hours per week)

Responsibilities: Assists the Recreation Programmer/Aquatics Supervisor in the supervision of the aquatic facility (pool or wading pool), schedules, supervises, trains and evaluates lifeguard staff, oversees facility maintenance, maintains equipment/supply inventory, water chemistry, aquatic activity programs and swim lessons; provides for the safety of the public; follows the Emergency Action Plan, maintains records and prepares periodic financial and statistical reports. Assists with planning and conducting lifeguard trainings and in-services. Follows and enforces the policies and procedures outlined in the Aquatics Manual. Communicates effectively with Recreation Programmer.

Qualifications: Current Red Cross lifeguard training; Community First Aid; CPR for the Professional Rescuer; WSI preferred; previous experience in pool operations; previous supervisory experience preferred; thorough knowledge of lifeguard surveillance and rescue techniques desired. Must be extremely responsible, highly organized, and have strong decision making and leadership skills. Must possess good judgment skills and have the ability to communicate effectively. Red Cross Lifeguard Management Certified or willing to obtain. Lifeguard Instructor (LGI) preferred or willing to obtain.

Beginning Wage: \$11.00 per hour

LIFEGUARD: (approximately 20-40 hours per week)

Responsibilities: Provides for the safety of the public and maintains discipline of its users; maintains constant surveillance of patrons; understands and demonstrates proper water safety principles; assists with facility maintenance and the aquatic activities of the facility; provides proper emergency care; follows and enforces the policies and procedures outlined in the Aquatics Manual. Reports issues to and communicates effectively with Head Guard.

Qualifications: Current Red Cross Lifeguard Training, Community First Aid; CPR for the Professional Rescuer; previous experience in pool operations preferred. Must be motivated, dependable, vigilant, patient and able to maintain discipline and a safe swimming environment for the public. Ability to communicate effectively with the public.

Beginning Wage: \$9.00 per hour

WADING POOL LIFEGUARD: (approximately 10-30 hours per week)

Responsibilities: Oversees daily operation of wading pool including maintenance and water testing of facility; provides for safety of the public; maintains constant surveillance of patrons; understands and demonstrates proper water safety principles, provides emergency care; maintains records; follows and enforces the policies and procedures outlined in the Aquatics Manual. Reports issues to/communicates effectively with Head Guard.

Qualifications: Current Red Cross Lifeguard training required; Community First Aid; CPR for the Professional Rescuer desired. Must be motivated, dependable, vigilant, patient and able to maintain discipline and a safe swimming environment for the public. Ability to communicate effectively with the public.

Beginning Wage: \$9.00 per hour

ROCKPORT POOL CASHIER: (approximately 10-30 hours per week)

Responsibilities: Oversees daily admission and customer service of participants; performs accurate cash handling procedures; assists in the maintenance and care of facility; follows and enforces the policies and procedures outlined in the Aquatics Manual/Cashier Manual.

Qualifications: Community First Aid, CPR for the Professional Rescuer; with desire to obtain lifeguard training certificate; previous experience in pool operations and cash register operation desirable. Must be motivated, dependable, patient, able to communicate effectively with the public and able to count back change to customers.

Beginning Wage: \$7.75 per hour

HYDRO-AEROBICS INSTRUCTOR: (approximately 5 hours per week)

Responsibilities: Instruction of hydro-aerobics classes 2 evenings per week.

Qualifications: Red Cross certified, Community First Aid & Community CPR. Previous experience in teaching aerobic and/or hydro-aerobic classes preferred. WSI Preferred.

Beginning Wage: \$9.00 per hour (\$1.00 per hour increase if WSI certified)

SWIM LESSON INSTRUCTOR: (approximately 5-10 hours per week)

Responsibilities: Instruction of parent/tot through level 6 Red Cross swim lessons 2-4 days per week (day or evening).

Qualifications: Red Cross certified, Community First Aid & Community CPR. WSI preferred.

Beginning Wage: \$9.00 per hour (\$1.00 per hour increase if WSI certified)

PROGRAM: CONCESSION STAND

CONCESSION STAND ATTENDANT AT ROCKPORT & PALMER POOLS: (approximately 10-30 hours per week)

Responsibilities: Responsible for proper food handling, equipment use, sale of food and beverages, stocking/inventory of product and customer service. Accurate cash handling procedures and assist in maintaining cleanliness at facilities.

Qualifications: Must be motivated, dependable, conscientious of health standards, able to communicate effectively with the public and able to count back change to customers.

Beginning Wage: \$7.75 per hour

CONCESSION STAND ATTENDANT AT DAWSON SOFTBALL COMPLEX: (approximately 5-10 hours per week)

Responsibilities: Responsible for proper food handling, equipment use, stocking/inventory of product, and sale of food and beverages, including fermented malt beverages. Accurate cash handling procedures and assist in maintaining cleanliness at facility.

Qualifications: Must be motivated, dependable, conscientious of health standards, able to communicate effectively with the public and able to count back change to customers.

Applicant must have a bartender's license. The City will assist an individual with obtaining and paying for the license.

Beginning Wage: \$8.50 per hour

PROGRAM: SOFTBALL

Softball leagues are provided for adults. Adult softball leagues are played at Dawson Field from May through August, Sunday through Friday evenings.

UMPIRE: (approximately 5-15 hours per week)

Responsibilities: Umpires assigned games, enforce the rules and regulations of the game; monitors game playing to ensure the game is played within the time limits.

Qualifications: Experience and knowledge of softball fundamentals and rules; prefer previous umpiring experience. Individuals must be 18 years of age or older.

Beginning Wage: \$21/per game

SOFTBALL SUPERVISOR: (approximately 5-30 hours per week)

Responsibilities: Handle facility opening and closing procedures; greet team managers and review rosters; inspect softball bats; interpret rules and regulations to teams; handle emergency situations and injuries; prepare nightly reports. Communicates issues to Softball Supervisor.

Qualifications: Experience and knowledge of softball fundamentals and rules; ability to communicate well with the public and exercise good judgement. Have standard first aid and adult CPR/AED certification or willing to obtain. Ability to work evenings.

Beginning Wage: \$10.00 per hour

DAWSON SOFTBALL COMPLEX GROUNDSKEEPER: (20-40 hours per week)

Responsibilities: Accountable for the maintenance and grounds keeping of Dawson Softball Complex including ball diamonds and grounds, press box, and restrooms.

Qualifications: Ability to operate required equipment including lawn mower, string trimmer, field groomer and line painter.

Beginning Wage: \$ 10.00 per hour

SCOREKEEPER: (approximately 10-15 hours per week)

Responsibilities: Maintains the official score book for adult league games and operates scoreboard; records statistics of participation.

Qualifications: Knowledge of rules and fundamentals of the sport; prefer previous experience in score keeping; must be motivated and dependable.

Beginning Wage: \$7.50 per hour

PROGRAM: START SMART SPORTS

START SMART INSTRUCTOR: (approximately 2 hours per week)

Responsibilities: Teaches youth ages 3-5 the basic fundamentals of various sports and aids in the development of motor skills through basic instruction in various sports including general sports development. Responsible for providing safe and enjoyable participation. Instructor must follow the provided lesson plan while coaching youth through skill stations and various games.

Qualifications: Must have experience and general knowledge of the fundamentals of sports; possess or have the ability to obtain certification in Child & Adult First Aid, Child & Adult CPR; have good rapport with children and parents; possess good judgment, be dependable and able to lead a group of youth. Must be 18 years of age or older.

Beginning Wage: \$14.00 per hour (paid for prep time)

START SMART INSTRUCTOR-LACROSSE: (approximately 2 hours per week)

Responsibilities: Teaches youth ages 5-7 the basic fundamentals of lacrosse and aids in the development of motor skills through basic instruction in organized lacrosse. Responsible for providing safe and enjoyable participation. Instructor must follow the provided lesson plan while coaching youth through skill stations and various games.

Qualifications: Must be an experienced lacrosse player with teaching skills and experience; Must have general knowledge of the fundamentals of lacrosse; possess or have the ability to obtain certification in Child & Adult First Aid, Child & Adult CPR; have good rapport with children and parents; possess good judgment, able to make sound decisions, be dependable and able to lead a group of youth. Must be 18 years of age or older.

Beginning Wage: \$14.00 per hour (paid for prep time)

PROGRAM: GENERAL RECREATION

OFFICE ASSISTANT: (approximately 40 hours per week)

Responsibilities: Greets and assists customers; Answers telephone providing basic Parks and Recreation Division information; Acts as a cashier; Types and composed documents; Processes facility reservations; Registers program participants; Issues permits/passes; Prepares and assists in distribution of equipment rental items; Assists with filing; Maintains records; Assists with special projects and recreation programs, including supply purchasing and delivering to sites, and program prep work.

Qualifications: 18 years of age or older; office experience desired; possess or ability to obtain a valid State of WI Driver's License; Microsoft Office knowledge and ability to learn registration and facility booking software; Ability to work Mondays through Fridays from May 15-September 1 from 7:30A-4:30P with a one hour un-paid lunch.

Beginning Wage: \$9.00 per hour

RECREATION INTERN: (approximately 40 hours per week)

Responsibilities: Recreation Programming; Marketing; Facility Operations & Maintenance; Budgeting & Fiscal Management; Personnel Supervision & Management; Major Project; General Office Assistance.

Qualifications: 18 years of age or older; Majoring in Recreation Management or Related Field; Current CPR/First Aid Certification or willing to obtain; Ability to work evenings and weekends if needed; Possess or ability to obtain a valid State of WI driver's license.

Beginning Wage: \$7.50 per hour

PROGRAM: ICE ARENA AND SENIOR CENTER

The Ice Arena and Senior Center hire on an as needed basis. Please check the City's website regularly for position openings (Supervisor, Skate Host, Referee, etc.)

PROGRAM: PARKS

The Parks Division maintains over 2,500 acres of public land. A seasonal staff is hired for the peak season, Memorial Day to Labor Day, to help maintain these areas. The staff will work approximately 40 hours per week. Weekends may be required. Applicants must be 18 years old before beginning work and have a valid driver's license.

PARK MAINTENANCE: (40 hours per week)

Responsibilities: Maintaining clean, attractive and safe park areas including lawns, flower beds, athletic fields, natural areas, playgrounds, picnic areas, restrooms, parking lots, right-of-ways, pavilions and all associated equipment and improvements.

Qualifications: Experience in grounds and landscape maintenance and equipment care preferred. Must be capable of following directions and have an ability to grasp new skills. Must have a valid driver's license.

Beginning Wage: \$10.00 per hour

CEMETERY MAINTENANCE: (40 hours per week)

Responsibilities: Maintaining clean, attractive and safe cemetery areas including lawns and natural areas.

Qualifications: Experience in grounds and landscape maintenance and equipment care preferred. Must be capable of following directions and have an ability to grasp new skills. Must have a valid driver's license.

Beginning Wage: \$10.00 per hour

PROGRAM: ENGINEERING

The Engineering Division 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.

ENGINEERING INTERN: (40 hours per week)

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

Qualifications: Minimum of 2 semesters of college. Civil or other Engineering student preferred; other math or science fields may be acceptable.

Beginning Wage: \$14.00-\$15.00 per hour depending on qualifications

PROGRAM: OPERATIONS

The Operations Division has general laborer positions in several areas, including vehicle maintenance, the City landfill, technical services, street painting, and street construction/maintenance. **Some Operations seasonal staff must obtain a Commercial Motor Vehicle Learner's Permit prior to their first scheduled day of work with the City.** Cost of the Learner's Permit will be reimbursed by the City. Questions about how to obtain a CMV Learner's Permit should be directed to the Assistant Operations Director.

GENERAL LABORER: (40 hours per week)

Requirements: 18 years of age or older; valid driver's license and Commercial Motor Vehicle Learner's Permit prior to first scheduled day of work.

Beginning wage: \$10.00 per hour

VOM LABORER: (40 hours per week)

Responsibilities: Work under the direction of the Vehicle Operations & Maintenance Supervisor and Crew Leader. Duties include providing general labor services in support of garage, vehicle and equipment maintenance. The desired VOM Laborer candidate would possess a background and/or education in fleet and/or heavy equipment maintenance.

Qualifications: 18 years of age or older; valid driver's license (Commercial Motor Vehicle Learner's Permit preferred prior to first scheduled day of work).

Beginning Wage: \$10.00 per hour

FORESTRY INTERN: (40 hours per week)

Responsibilities: Work under the direction of the Operations Superintendent, City Forestry Coordinator, and Operations Supervisor. Duties include assisting with the City's reactive and proactive Emerald Ash Borer (EAB) response program, as well as assisting with other Operations general laborer duties in several areas, including public and private weed and tree abatement, street painting, and street construction/maintenance duties.

Qualifications: 18 years of age or older; valid driver's license. The desired Seasonal Forestry Intern would possess a background/and or education in Forestry, Horticulture or Botany.

Beginning Wage: \$12.00 per hour

PROGRAM: UTILITIES

WATER

LABORER: (40 hours per week)

Responsibilities: Work under the direction of the Water Foreman. Duties **MAY** include assisting water utility construction crew, grounds maintenance, hydrant maintenance, and sanitary sewer maintenance.

Requirements: 18 years of age or older; valid driver's license.

Beginning Wage: \$10.00 per hour

WASTEWATER

GROUNDS MAINTENANCE: (40 hours per week)

Requirements: 18 years of age or older; valid driver's license.

Beginning Wage: \$10.00 per hour

WASTEWATER TREATMENT PLANT INTERN (40 Hours per week)

Responsibilities: Assist the Operators with the day to day operation of the Treatment Plant. Duties to include readings, skimmings, tank readings, general maintenance and upkeep of the plant, and some Laboratory work.

Qualifications: Minimum of 2 semesters of college, in a related Environmental field or Engineering.

Beginning Wage: \$12.00/hour

ALL JOB OFFERS WILL BE CONTINGENT UPON PASSING A PRE-EMPLOYMENT DRUG SCREEN WITHIN TWO WEEKS OF YOUR EMPLOYMENT OFFER AND A BACKGROUND CHECK.

EMPLOYEES WILL NOT BE ALLOWED TO BEGIN WORK (including paid training) UNTIL THE FOLLOWING HAVE BEEN SUBMITTED (NO EXCEPTIONS):

- **Electronic Seasonal Employment Application**
- **W-4 (State & Federal)**
- **Work Permit (if under 18 yrs. old)**
- **Direct Deposit Form for paycheck**
- **I-9 form and required identification copies (New hire only)**
- **Drug-Free Workplace (signed agreement) (New hire only)**
- **Drug Test forms and results**
- **Seasonal Employee Handbook form**

ALL SEASONAL EMPLOYEES ARE REQUIRED TO ATTEND SEASONAL EMPLOYEE TRAINING SET UP BY THEIR DIVISION EARLY IN THEIR EMPLOYMENT.

Some positions (noted in this packet) require current certification in C.P.R. and/or First Aid. The Recreation Division arranges these trainings (if you are not current) and will pay for them.