

# Forest County Forestry Department

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March 30, 2017

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 Monday, April 17 at 4:30pm.

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***“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*

# FOREST COUNTY FORESTRY/PARKS DEPARTMENT

## Position Description

Position Title: County Park Seasonal Worker

Reports to: Forest Administrator

FLSA Status: Non-Exempt

County Status: Part-time, Seasonal Employee (Approximately May 1<sup>st</sup> through September 15th)

Pay Grade/Pay Structure: \$8.00-\$9.00 per hour

### **I. Position Summary:**

Part-time, seasonal position at the Forest County Park located at the South end of Lake Metonga, Crandon, WI, with responsibilities in the maintenance of buildings, structures and grounds and must be available to work weekends.

### **II. Primary Duties and Essential Responsibilities:**

- Assist the public in obtaining all necessary information regarding the campground, rules and regulations, maps, brochures, etc.
- Assign camping spaces as necessary.
- 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 include 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.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

### **III. Supervision**

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.

#### IV. Physical Demands and Work Environment

*The physical demands and work environment characteristics 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.*

Employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk, stand and reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Frequently tours sites outside of the office. Employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet.

#### V. Minimum Qualifications

**Education:** High school diploma or equivalent.

**Experience:** Prior experience with park maintenance is preferred.

**Skills, Knowledge and Abilities:** Experience in working with the public. Ability to follow complex oral and written instructions. Ability to use sound judgment, courtesy, tact and dependability. Basic knowledge and understanding of the operation of riding mowers, push mowers, and weed eaters.

**Licenses and Certifications:** Must possess and maintain a valid Wisconsin driver's license, and maintain minimum county insurance requirements.

**Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on October 8, 2013

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

# 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.**

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

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# 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
<b>Dates Employed</b>		<b>Work Performed</b>
From	To	

2.

Employer		Address
Telephone Number (s)		Job Title
Supervisor		Reason for Leaving
<b>Dates Employed</b>		<b>Work Performed</b>
From	To	

3.

Employer		Address
Telephone Number (s)		Job Title
Supervisor		Reason for Leaving
<b>Dates Employed</b>		<b>Work Performed</b>
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:*

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# Additional Information

## Other Qualifications

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

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## Specialized Skills

Check Skills/Equipment Operated

Any Equipment / Tools Used  
(List)

Terminal

Spreadsheet

PC/MAC

Word Processing

WPM

Shorthand

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

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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

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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.

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Signature of Applicant

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Date