



Appleton Housing Authority  
Invites applications for the position of:  
**Seasonal Laborer**

An Equal Opportunity Employer

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**SALARY:** \$11.50 --- \$13.50

**OPENING DATE:** 04/01/2019

**CLOSING DATE:** Open until filled

**GENERAL OVERVIEW OF POSITION:**

Seasonal laborers perform routine maintenance work for the Appleton Housing Authority. Work involves a variety of unskilled and semi-skilled tasks related to seasonal operations and is performed mainly outdoors and/ or at buildings or other AHA sites or properties including the main administrative office.

Most positions work first shift, Monday through Friday (weather or other conditions permitting), although some positions may require weekend and evening hours on a regular or occasional basis. This temporary employment may be scheduled throughout the year on a full-time basis depending on the needs of AHA, for approximately six to nine months. This is strictly temporary ("at will") employment which may be terminated at any time and does not lead to permanent full-time employment.

**Please note that AHA employees (including seasonal employees) may only be employed in one classification at any one given time.**

**EXAMPLE OF DUTIES & RESPONSIBILITIES:**

Laborers typically perform the following duties:

- Grounds maintenance (i.e., mowing, edging, trimming, planting).
- Maintenance and custodial work of buildings (i.e. cleaning, picking up waste and debris, sweeping and mopping floors, painting).
- Completing repairs using various hand tools, power tools and/or equipment.
- Operation of a vehicle to collect/ dispose of yard waste materials.
- Other duties as assigned.

**REQUIREMENTS:**

**General Requirements:**

- Must be age 18 or older.
- Must have a high school diploma, GED or HSED.
- Must possess a valid driver's license with good driving record.
- Must pass a driving record review, criminal background checks and post-offer drug screen.

**Knowledge, Abilities & Skills Required:**

- Knowledge of occupational safety rules and practices.
- Knowledge of tools and equipment used in general maintenance.
- Ability to operate hand and power tools, motor vehicles and light truck.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to enter confined space and perform related assignments.
- Ability to perform strenuous work in all weather conditions.
- Ability to handle reasonably necessary stress.

**Environmental Requirements:**

- Work is done mainly outdoors and may require frequent exposure to adverse environmental conditions.

**Physical Requirements:**

- Tasks involve the regular, and at times sustained, performance of working over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items; or may involve operation of gasoline, electric or other powered machinery.
- Tasks may also involve the frequent use of coordination skills in performing a variety of tasks with the full range of hand tools and shop equipment.

**Sensory Requirements:**

- Tasks requires perception and discrimination in the sensory areas of: visual, color, sound, odor, depth, and texture.

**METHOD OF SELECTION:**

The AHA will analyze the applicant's education, training and experience. Written, oral and/or proficiency exams may be required to establish eligibility. The AHA reserves the right to further evaluate only those applicants who best meet the needs of our agency.

Send Resume to:

D. Dillenberg,

c/o Appleton Housing Authority

925 W. Northland Ave. Appleton

WI 54914

or email at [debrad@appletonhousing.org](mailto:debrad@appletonhousing.org)

No Phone Calls!

