

JOB DESCRIPTION

Job Title: **Town Shop Laborer/Maintenance**

The Shop Laborer/Maintenance works under the general supervision of the Public Works Superintendent, to perform a variety of public works tasks including; maintaining roads, bridges, dams, sidewalks, clearing of trees, grounds keeping, cemetery burials and general maintenance, placement and maintenance of buoys, construction, demolition, and vehicle maintenance as assigned by foreman.

General Duties include, but are not limited to:

Operate and maintain all Town equipment

Basic knowledge of computers/software to input inventory data, Wisconsin Information System for Local Roads (WISLER)

Ensure working conditions of traffic signs, signals, equipment according to safety regulations

Maintain roads, bridges, drainage structures, road and fire # signs, WISLER

Cleaning of streets, ditches, catch basins

Must be able to operate machinery such as dump trucks, loaders, graders, snowplows, sand/salt spreaders, pickup truck and other motorized equipment as well as other necessary machinery such as power tools, chain saws, welders, etc.

Must be able to lift 20 lbs. overhead and handle the daily physical activity necessary to meet job requirements

Demonstrate continuous effort to improve operations, decrease operational expenses, streamline work processes, and work cooperatively and jointly with the Town crew, Superintendent, Town Board, and the residents of Three Lakes

Qualifications:

Must possess a valid Wisconsin Commercial Driver's License with necessary endorsements

Must be able to read, write, and communicate in the English language and possess a High School diploma or equivalent

Must be able to accommodate related duties as assigned by the Public Works Superintendent

Perform other duties as assigned by Public Works Superintendent or designee

Must pass a pre-employment drug/alcohol test and criminal background check

Salary and Benefits:

\$19.00-\$22.00 per hour depending on experience. Benefits include health insurance plan, dental reimbursement, vacation and sick leave benefits, and Wisconsin Retirement System.

Notice: This position description has been prepared to assist in defining job responsibilities. It is not intended to be a complete list of job duties, responsibilities, and/or essential functions, nor does it limit or modify the right of the town to assign, direct and control the work of employees under its supervision. The town retains and reserves any and all rights to change, modify, amend, add to or delete from any part of this document as it deems, in its judgment, to be proper.

Application & deadline:

Applications shall consist of the following:

- Town of Three Lakes Job Application
- Resume
- Salary expectation

Original applications must be received in the Town Clerk's office by April 30, 2021.

Mail to:

Town of Three Lakes

Attn: Sue Harris, Town Clerk

P.O. Box 565

Three Lakes, WI 54562

The Town of Three Lakes is an equal opportunity employer

Employee Signature

Date