

JOB DESCRIPTION 2024

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

The Shop Laborer/Maintenance works under the general supervision of the Public Works Superintendent/Foreman 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
Ensure working conditions of traffic signs, signals, equipment according to safety regulations
Maintain roads, bridges, drainage structures, road and fire # signs
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 or foreman
Perform other duties as assigned by Public Works Superintendent or foreman
Must pass a pre-employment drug/alcohol test and criminal background check
May be required to pass a physical fitness test

Salary and Benefits:

Starting salary commensurates with 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.

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