**TITLE OF POSITION:** Building and Grounds Position

**REPORTS TO:** Town Administrator

**HOURS:** Part Time (15 hour weekly average with seasonal increases)

**PAY:** $19.00 to $21.00/hour DOQ

**POSITION IN BRIEF:**

This position involves the maintenance of all physical assets owned by the Town of Algoma in Winnebago County, WI. The Building and Grounds position is expected to oversee the upkeep of all recreational facilities, including parks, trails, public landing, and Town Hall. Responsibilities include contract and project facilitation, general grounds maintenance, and future Capital Improvement Planning. This position is categorized as part-time and is anticipated to have a weekly average of 15 hours with additional hours available during specific months of the year. This position provides for flexible scheduling and should expect seasonal increases or decreases in weekly hours.

**Building and Grounds:**

1. Coordinates the maintenance of all recreational facilities and Town Hall with contracted service providers;
2. Directs the planting of new trees and shrubs with contracted landscaping company(ies);
3. Maintains trees and plantings as needed;
4. Conducts minor trimming of trees, shrubs, and flowers as needed;
5. Cleans and/or maintains park structures including pickleball and basketball courts, pavilion, playground areas and equipment, and public landing and dock;
6. Removes trash, rocks, tree branches, and any other hazards within all town owned areas;
7. Ensures all seasonal recreational equipment is installed in the spring and removed in the fall;
8. Services water fountain at Jones Park at the beginning of the season and in the fall;
9. Monitors bathroom facilitates and contacts service provider as necessary for cleaning and repair;
10. Maintains an inventory of all park and recreation equipment;
11. Oversees the Town’s Memorial Donation process;
12. Provides input into the Town’s annual budget regarding recreational equipment needed (replacement and new) within the parks and recreational areas; and
13. Assists the Administrator with preparing all service contracts.

**Qualifications:**

1. Possess a high school diploma or equivalent and possess a working combination of training, education, licenses, certifications or experience which provides the required knowledge, skills and abilities to perform the position.
2. Able to effectively communicate with town residents and contracted service providers.
3. Possess a valid driver’s license.
4. Access to reliable transportation.
5. Able to work in all outside weather conditions.
6. Able to exercise independent judgement.
7. Able to understand and follow oral and written directions.
8. Able to safely negotiate all types of terrain, soil conditions, rough and uneven ground, icy conditions and other land impediments.
9. Must be able to use and maintain basic hand tools.
10. At times, the position will require the lifting of heavy materials with the ability to occasionally lift tools or materials up to 50 lbs. is required.

**EXPECTATIONS:**

1. Perform the duties and responsibilities in a professional manner, being courteous and positive when representing the Town of Algoma.
2. Promote the good of the Town of Algoma above personal or professional gain.
3. Continue any education and training to maintain the required knowledge and skills needed to perform the stated duties and responsibilities.
4. Accuracy and attention to detail at all times.
5. The position provides for relative flexibility in work schedule. It is expected that any candidate be dependable and flexible themselves.
6. Able to maintain discretion and retain confidential information.

This job description has been prepared to assist in defining job responsibilities. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of the Town Administrator to assign, direct and control the work of employees under supervision. The Town of Algoma retains and reserves any and all rights to change, modify, amend, add or delete or alter any section of this document as it deems, in its judgement, to be proper. The position is an at-will employee of the Town of Algoma.

ADA and WFEA: The Town of Algoma, Winnebago County, Wisconsin will make all reasonable accommodations in compliance with Federal Americans with Disabilities Act and Wisconsin Fair Employment Act guidelines.

**TO APPLY:**

Please download, print, and complete the Employment Application found at this link:

<https://townofalgoma.org/government/job-openings/>

A cover letter and resume are encouraged but not required.

Applications must be received no later than Wednesday, July 8, 2020.

Application are to be sent to:

Town of Algoma

ATTN: Town Clerk

15 N. Oakwood Road

Oshkosh, WI 54904

Position Description Created: June 18, 2020