**TITLE OF POSITION:** Maintenance Coordinator

**REPORTS TO:** Town Administrator

**HOURS:** Part Time (20 hour weekly average with seasonal increases)

**PAY:** $21.00 to $23.00/hour DOQ

**POSITION IN BRIEF:**

This position involves the maintenance of infrastructure owned by the Town of Algoma located within Winnebago County, WI. The Maintenance Coordinator is expected to oversee Town infrastructure and assure the servicing of roads, right-of-ways, ditches, culverts and easements. As necessary, the position should provide professional and technical service assistance to community members, partnering organizations, and town staff. Responsibilities include contract and project facilitation, inspection and documentation, limited code compliance, and assistance with future Capital Improvement Planning. This position is categorized as part-time and is anticipated to have a weekly average of 20 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.

**Anticipated Responsibilities:**

1. Responds promptly to citizen inquiries relating to town roadways, signage, stormwater drainage and easements, culverts, and right-of-ways;
2. Understands and applies the necessary Town and County ordinance(s) when addressing a citizen’s concern;
3. Monitors the drainage easements to ensure they function properly and have not been compromised;
4. Assists homeowners in finding applicable resources to mitigate their problem;
5. Communicates with Winnebago County Highway Department for applicable roadway, right-of-way, and drainage maintenance;
6. Works with the Winnebago County Planning and Zoning Department on issues that fall under county zoning and the City of Oshkosh Planning Department on issues that fall under city review.
7. Maintains complete and accurate records of work completed within the Town;
8. Assists with the Town’s annual Pavement Surface Evaluation and Rating (PASER) road assessment;
9. Coordinates the removal of trees and/or branches from roadways and right-of-ways with the Winnebago County Highway Department and private contractors;
10. Provides input for projects to be included in the Town’s Capital Improvement program;
11. Works with the Winnebago County Highway Department and private snow plow companies to ensure roads are plowed in a timely manner and any resident concerns are addressed appropriately;
12. General inventory, maintenance, cleaning and washing of Town equipment;
13. Be available should an emergency arise, i.e. flooding, infrastructure failure, or any other natural or man-made disasters; and
14. Bring any public concerns to the prompt attention of the Administrator.

**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, contracted service providers, and city and county staff.
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 read, write and perform basic math calculations.
9. Able to safely negotiate all types of terrain, soil conditions, rough and uneven ground, icy conditions and other land impediments.
10. Must be able to use and maintain basic hand tools.
11. 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, skills and certifications needed to perform your 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 Monday, June 22, 2020.

Application are to be sent to:

Town of Algoma

ATTN: Town Clerk

15 N. Oakwood Road

Oshkosh, WI 54904

Position Description Updated: June 2, 2020