

**TITLE OF POSITION:** Road and Drainage 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 overseeing the maintenance of public infrastructure owned by the Town of Algoma located within Winnebago County, WI. The Road and Drainage Coordinator is responsible for ensuring all roads, right-of-ways, ditches, culverts and easements are being maintained on a regular basis. Responsibilities include project management and documentation, limited code compliance, and assistance with planning for long-term infrastructure needs and maintenance. 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 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 ditches and 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. Maintains a current list of maintenance items;
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. Assists property owners with completing and submitting culvert permits;
10. Coordinates the removal of trees and/or branches from roadways and right-of-ways with the Winnebago County Highway Department and private contractors;
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; and
12. Bring any public concerns to the prompt attention of the Administrator.

**QUALIFICATIONS:**

1. Possess a high school diploma or equivalent and possess a combination of training and experience that provides the required knowledge, skills and abilities necessary to perform the duties within this 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 safely negotiate all types of terrain, soil conditions, rough and uneven ground, icy conditions and other land impediments.

**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. Accuracy and attention to detail at all times.
4. The position provides for relative flexibility in work schedule. It is expected that any candidate be dependable and flexible themselves.
5. 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 are being received until position is filled.

Application are to be sent to:

Town of Algoma  
ATTN: Town Clerk  
15 N. Oakwood Road  
Oshkosh, WI 54904

Position Description Updated: July 19, 2021