



**TITLE OF POSITION:** Part-time on call Town Hall Rental Inspector  
**REPORT TO:** Town Administrator  
**TERM:** Indefinite  
**HOURS:** Limited part time (when scheduled, on call Friday afternoons and weekends)  
**PAY:** \$40.00 per day on call rate

**POSITION IN BRIEF:**

The Town of Algoma, Winnebago County, Wisconsin regularly rents the Town Hall for community events and private parties. This rental policy requires oversight by Town Staff. The part-time on call Town Hall Rental Inspector is hired to ensure that the Town Hall facility is well maintained and operational for scheduled events. The Inspector should ensure that all adopted rules and regulations are followed and be available for limited maintenance and assistance when necessary. The position is designed to partner with several other Inspectors where a rotating on call schedule is promoted. The position is designed to pay a daily on call stipend where the Inspector is required to stay within reasonable proximity of the community.

**DUTIES AND RESPONSIBILITIES:**

1. Be available and within reasonable proximity during scheduled Town Hall Rental events.
2. Communicate with Town Staff on upcoming Town Hall Rentals to ensure that all rental events are properly reviewed and managed.
3. Be comfortable communicating with renters of all ages and abilities.
4. At times the Town Hall Rental Inspector may have to enforce rules and regulations adopted by the Town Board. The Inspector must be willing to enforce minor regulations and if necessary contact the Town Administrator or safety personnel, if appropriate.
5. The position is designed as on call. This means that the Town Hall Rental Inspector must check in at least once per rental and be available during pre-arranged rental times.
6. The position may be required to perform minor maintenance of Town Hall including but not limited to seasonal shoveling and salting, bathroom maintenance, minor cleaning and facility trouble shooting. Minor trouble shooting includes, resetting breakers, minor clogs or cleaning.

**QUALIFICATIONS:**

1. Possess a valid driver's license.
2. Ability to exercise independent judgement.
3. Ability to understand and follow oral and written directions.
4. Ability to read, write and perform basic math and calculations.

5. At times the position will require the lifting of heavy materials. An 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. Accuracy and attention to detail at all times.

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 their supervision. The Town of Algoma retains and reserves any or 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.

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.