

EMPLOYMENT OPPORTUNITY WITH THE VILLAGE OF LAKE NEBAGAMON

Part Time / Temporary Public Works Operator

Summary

This position works with the Village President and the full time Public Works Operator on a part time / on call basis to coordinate construction as well as repair and maintenance of Village property, roads, signs, structures and equipment. Employee must demonstrate dependability, an emphasis on safety, good communication skills, common sense, good judgment and time management. This work requires physicality, including but not limited to: climbing; lifting; heavy lifting; sitting for long periods of time on equipment; pulling; pushing; hammering and shoveling. The employee will be exposed to weather, moving mechanical parts, chemicals, fumes, risk of electric shock and loud noises.

Essential Duties and Responsibilities

Include the following and all other assigned duties as required by the Village President and/or Public Works Operator.

- Attends daily meeting with the Village President or Public Works Operator. Executes assigned work projects based on annual work schedule, general observation and direction from the Public Works Operator and/or Village President. Communicates uncovered issues and potential solutions as needed.
- Demonstrates proficiency on ALL Village equipment, completes training as directed by the Village Board or Administrator, and maintains, at a minimum, an OSHA 10 certification and executes all projects with an emphasis on safety.
- Works with the Village President and Public Works Operator to keep maintenance records on all equipment.
- Maintains Village owned roads by completing the following tasks in a timely manner: patching pavement; filling potholes; applying gravel; grading; marking, cleaning and replacing culverts; sweeping streets; removing fallen trees / limbs / debris; mowing; trimming vegetation; applying salt / sand when icy; and removing snow. Snow removal priority is given first to the fire hall to ensure emergency vehicles can execute calls, second to the sewer pumping stations to ensure large trucks can access pumps in an emergency, and third to both Auditorium entrances for public access.
- Repairs and/or replaces road signs as needed.
- Assists contractors in Public Works road improvement projects as necessary.
- Provides general upkeep of public areas, structures and equipment including but not limited to: Auditorium grounds / Veterans Tribute; Ravine Park Campground; ballfields / pavilion; public beach / dock / pavilion / swim raft; boat landing / dock; fishing pier; basketball court / skatepark area and pavilion; and all playground equipment.
- Seasonally put out and bring in docks, fishing pier and swim raft / buoys. Village docks and fishing pier to be put out by fishing opener and swim raft by Memorial Day, unless severe weather conditions exist.
- Keeps the Village garage and storage sheds clean and orderly.
- Janitorial duties include regularly scheduled upkeep of the entire Auditorium, seasonal regular upkeep of Ravine Park Campground bathrooms, seasonal regular upkeep of ballfield bathrooms, and regular removal of trash from all indoor and outdoor Village garbage cans. Both Auditorium entrances are to be kept shoveled or swept, depending on the season.
- Sewer duties including but not limited to: mowing; spraying; fence/gate repair; plowing; brush cutting, valve work and generator maintenance.
- Employee must be willing to work varied and long shifts dependent on weather conditions.

To apply, send a cover letter and resume to dnolan@villagelakenebagamon.com **or**
Village Lake Nebagamon PO Box 517 Lake Nebagamon, WI 54849 **or**
leave in the drop box at the Auditorium (11596 Waterfront Dr.)

Applications will be accepted through 5pm on Wednesday October 12, 2022.