

Opening Date: **Immediately**

Closing Date: **July 19, 2023 (or until filled)**

POSITION TITLE: **FTE Maintenance**

Location: **Village of Cecil, Shawano County**

Job Description:

Maintain, repair and install Village water systems, sanitary sewer systems. Knowledge and experience of lift stations. Knowledge of Village streets and storm sewer systems. Operational knowledge of frontend loader and street sweeper/lawnmower. Drive trucks equipped with dump body to transport and dump loose materials such as sand, gravel, salt and snow. Drive trucks equipped with plow and sander to remove snow and ice from streets. The ability to balance and prioritize multiple tasks and requests, and meet deadlines in a professional manner is required. Requires valid driver's license with CDL (proper endorsements)

Principle Duties and Responsibilities:

To perform this job successfully, individual must be able to perform each essential duty satisfactorily. Plan, and complete the work of day-to-day maintenance of buildings and building systems. Repair and maintain laterals, sanitary sewer main, lateral pipe and lift stations. Operate all size trucks. Street repair and maintenance. Clean and maintain storm sewers and catch basins. Maintain street signs. Operate all lawn equipment. Operate and maintain Yard Waste Site Center. Minor vehicle and equipment maintenance and repair. Minor plumbing, electrical and heating experience. All building and park maintenance and repair, including the boat dock. Maintain Lakeview Park campground on daily basis during camping season. Maintain records for all work performed. Occasionally perform duties in other areas because of absence or need. Supervise other employees. Other duties as assigned.

Qualifications:

Excellent interpersonal, oral and written communication skills. Understanding of budgeting and fiscal management. Ability to read, analyze, and interpret technical, financial reports, and Municipality documents. Ability to write clearly and concisely; and document work needed and/or completed Ability to work with math concepts. Maintains safe and healthy work environment by following standards and procedures; complying with legal codes and regulations. Participating in ongoing, educational opportunities. Excellent planning and leadership abilities. The ability to recruit, supervise and train maintenance assistants. Ability to effectively present information in one-on-one and small group situations. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. High school diploma; Degree from a vocational school will be a plus

Please submit: Letter of Interest, Resume, and/or application, to:

Village of Cecil - Attn: Personnel Committee 111 E. Hoffman St P.O. Box 159 Cecil, WI 54111
(715) 745-4428

The Village of Cecil is an Equal Opportunity Employer