



**Town of Grand Chute
Position Description**

Job Title:	Maintenance Assistant	Reports To:	Parks & Facilities Manager, Street Foreman, or Utility Foreman		
Department:	Public Works		Date:	February 2025	
FLSA Status:	Non-Exempt	Pay Grade:	Seasonal C	FTE:	.23

General Job Summary

This position is primarily responsible to perform general labor tasks in the maintenance of the grounds, parks, athletic fields, streets, and utilities.

Duties and Responsibilities		Estimated % of Time
1.	Operate a variety of equipment, machinery and tools in the repair and maintenance of streets, such as trucks, pumps, generators, and hand tools.	Varies
2.	Mow lawns, landscape maintenance, application of non-regulated herbicides and fertilizers.	Varies
3.	Open and clean parks and facilities, prepare baseball diamonds, flowerbeds, and maintain trails.	Varies
4.	Assist with Town Hall maintenance and minor repairs.	Varies
5.	Trash pickup and removal; brush chipping; painting and staining; maintenance of equipment, street signs, and markings.	Varies
6.	Assist with pumping station maintenance and minor repairs.	Varies
7.	Operate and exercise water main valves and flush hydrants, assist with meter installs.	Varies
Perform additional duties as assigned and attend Town required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the Town or governmental authority.		

Required Minimum Qualifications

Education & Experience

- High school diploma or equivalent.
- At least eighteen (18) years of age.
- Valid Wisconsin driver's license and a good driving record.

Knowledge, Skills, and Abilities

- Ability to establish and maintain effective working relationships with coworkers and the public in a courteous and tactful manner.
- Ability to effectively carry out oral and written instructions.

- Ability to work with limited supervision.

The Town may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Equipment Used

Hand tools, excavation tools, carpenter tools; and maintenance equipment such as tractors and mowers.

Working Conditions

This is a temporary full-time seasonal summer position (May – August, between the hours of 6:00am – 3:00pm Monday through Thursday and 6:00am – 10:00am on Fridays. Some weekend (Saturday and Sunday) availability is required. This position is performed in an outdoor setting, possibly in adverse weather conditions.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

- Requires the ability to exert moderately heavy physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, carrying, pushing, and pulling.
- Ability to lift object weighing up to fifty (50) pounds occasionally and ability to lift, move, and carry objects weighing more than fifty (50) pounds with assistance.
- Operate equipment and machinery requiring monitoring various conditions and making multiple, complex and rapid adjustments.
- Coordinate eyes, hands, feet and limbs in performing highly skilled movements.
- Recognize and identify similarities of differences between characteristics of colors associated with job-related objects, materials and tasks.

Note

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.