



# Town of Caledonia

[www.townofcaledonia.com](http://www.townofcaledonia.com)  
PO Box 190, Readfield WI 54969  
(920) 667-4773

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**Position:** Part-Time Facilities & Maintenance  
**Pay:** \$21/hr with a 2 hour minimum  
**Anticipated Hours:** 20 hours/week average, variable by time of year, variable schedule  
**Mileage:** Mileage reimbursement when transporting equipment  
**Benefits:** None  
**Reports to:** Town Chairperson

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## Qualifications:

- A strong attention to detail and a desire to produce quality work
- The ability to work independently with minimal supervision
- Light plumbing, HVAC, electrical, construction, and landscaping skills/experience
- Previous experience in maintenance, mechanical, or construction areas
- Valid drivers license and ability to pass background check
- Ability to interact professionally with the public and town officials
- Availability for weekends and on-call emergencies
- Must have vehicle that can tow a town-owned trailer

## Job Description:

- Maintain and improve the town's facilities, grounds, and parks (including the Town Hall, park pavilions, outbuildings, park grounds, sports fields, landscaping, trails, piers, picnic tables, cemetery, and all other town-owned land and facilities) including but not limited to:
  - routine maintenance
  - snow and ice control
  - trash/recycling disposal
  - seasonal opening/closing
  - pest control
  - dragging ball diamonds
  - respond to damage
  - weed control
  - trimming trees
  - painting
  - landscaping
  - Ordering supplies
- Inspect and document town facilities, grounds, and parks to determine/anticipate maintenance, repair, replacement needs and schedule required services
- Perform preventive maintenance to maximize usable lifespan of assets
- Report any needed replacements or repairs to the Park Committee/Town Board
- Contact, schedule, and coordinate with contractors for annual maintenance
- Assist special event preparation, set up, and take-down (eg: elections)
- Work will include the use of power equipment, lawn chemical sprays, and heavy lifting
- Work requires being outdoors in all weather conditions
- Basic computer use of Google email/Drive/Docs for reporting and documentation
- This is not an exhaustive list of job responsibilities and therefore other duties may be assigned
- Mow lawns, trim, spray weeds, and maintain landscaping
- Adjust flags to half and full mast as appropriate
- Charge batteries and move speed signs on Town roads
- Fill in for Cleaning position as needed