

**The TOWN OF LA POINTE Is Accepting Applications For  
The Position Of:**

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**TOWN FOREMAN**

Full time, salary will commensurate with experience, includes benefits package.  
Work schedule may require evenings, weekends and holidays.

**Key Duties:**

**A. PLANNING**

- Work with the Town Board and the Town Administrator to prepare preliminary proposals, plans and designs for various construction and reconstruction projects such as: streets, pavements, storm sewers, drainage facilities, parking lots and other public improvement projects.
- Prepare and submit a budget proposal to the Town Board annually as requested by the Town Board.
- Maintain road plan.

**B. SUPERVISION**

- Supervise personnel assigned to the Road Department, Parks and Recreation Departments and Custodian.
- Insure that all assigned equipment is in safe working condition.
- Oversee construction and maintenance of all Town streets, pavements, storm sewers, drainage facilities, parking lots and structures.

**C. SAFETY**

- Insure all Town equipment and facilities are in safe condition and maintained in accordance with all local, state and federal standards and regulations.
- Require that all safety equipment is used and is in good working order.

**D. ADMINISTRATIVE**

- Work with the Town Board and Town Administrator, Ashland County Highway Department, and provide a department schedule for projects and employees.
- Actively seek out grant availabilities and applications.
- Maintain accurate and current record of accounts, (e.g. hours of labor and equipment, etc.)
- Plan equipment uses and maintenance needs.
- Direction and coordination of subcontractors including contract negotiations.
- Building maintenance, building and site prep.
- Coordinate purchasing of supplies and materials with other departments.

- Administer the road and parks & recreation budgets as established by the Town Board.
- Prepare a written report for regular monthly Town Board meetings.

### **KEY QUALIFICATIONS:**

An equivalent combination of education, training, and/or experience which provides the knowledge, ability and skill necessary to perform the job satisfactorily. Some examples of minimum qualifications needed are:

- Knowledge and experience in street construction, maintenance and repair, general mechanics and the maintenance of equipment.
- Ability to communicate effectively, follow oral and written instructions.
- Ability to use PC and appropriate software, write letters, maintain databases and work with the PASER system.
- Ability to perform heavy physical tasks under varying working conditions.
- Ability to read blueprints and grade stakes.
- Ability to direct work of a crew..
- Skill in operation of department equipment and tools and the ability to supervise and train work of others on such equipment and tools.
- Possession of valid Wisconsin Driver's License and a Commercial Driver's License Class ABCD.
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The Full job description can be obtained at Town Hall, on the Town's website ([www.townoflapointewi.gov](http://www.townoflapointewi.gov)) or by email request to [lapointeclerk@cheqnet.net](mailto:lapointeclerk@cheqnet.net).

Send or email cover letter and resume to [lapointeclerk@cheqnet.net](mailto:lapointeclerk@cheqnet.net), or Town Clerk, Town of La Pointe, PO Box 270, La Pointe, WI 54850.

Application Deadline: December 20, 2013.

Anticipated Start Date: January 1, 2014.