

## **TOWN OF PRINCETON**

**TITLE:** Maintenance Supervisor

**REPORTS TO:** Town Board of the Town of Princeton

### **FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:**

This position involves snow plowing and determining snowplow operations, equipment maintenance and repair, road construction, road repair, lawn care and mowing, building repair and maintenance, measuring and installing fire numbers, supervise various employees, attend regular monthly board meeting, determining culverts and drainage, purchasing of maintenance supplies, maintain and install road signage, recommend large projects to the town board but perform small projects on own initiative, weed commissioner, and any other duties as required or specified by the Town Board of the Town of Princeton.

Maintenance supervisor will be required to perform weekly town road check with documentation, complete daily job summaries, and complete maintenance logs on town equipment.

### **QUALIFICATIONS REQUIRED:**

CDL with air brake endorsement, pre-employment drug test with periodic random testing, basic maintenance skills with some welding skills helpful, and possess basic tools necessary for maintaining equipment.

**HOURS PER WEEK:** 40 with minimum overtime, if necessary

### **BENEFITS:**

Vacation – 1 week paid vacation after 1 year of service and 2 weeks after 2 years of service. After two years of service, 8 hours will be added per year on anniversary of employment. Vacation must be used within the anniversary year – no carryover.

Paid holidays – 6 per year (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas)

No other benefits available

### **WAGE:**

Wage based on experience and to be reviewed in April of each year.

(Revised January of 2020)