

Job Description Town of Stiles – Maintenance & Recycling Center Lead

Join the Town of Stiles as the Maintenance and Recycling Center Lead. The wage range for this position is \$19 - \$21 per hour. Minimum hours 15-20+ per week. Job duties: Operate the recycling center; ensure proper disposal of trash and recyclables, collect fees as needed, and distribute Town of Stiles trash bags to residents, coordinate with vendors on compactor replacement and manage recycling center supplies. Maintain town facilities and equipment, plow snow at the town hall and recycling center, grass cutting, perform preventative maintenance on town equipment. Additional Information on www.townofstiles.org or find us on Facebook. If interested, please contact Chairman Jason Flynn at chairman@townofstiles.org or 920-609-3541.

Town of Stiles Maintenance and Recycling Center Lead Job Duties

- Operate the town recycling center
 - Tue 1-5pm & Sat 8-12
 - Ensure proper disposal of trash in compactor, commingled recycling containers, furniture box and scrap metal pile
 - Collect fees in accordance with Oconto County Recycling guidelines
 - Collect fees for extra town of Stiles trash bags
 - Distribute Town of Stiles trash bags to residents in adherence with the prescribed Town of Stiles policy
 - Order supplies as needed
 - Communicate with Town Chairman and vendors servicing the town on our center activities
- Open the town hall as needed for various functions
- Maintain the town hall, recycling center facilities, and cemetery
 - Snow plowing
 - Cut grass
 - Light maintenance as needed
- Inspect and maintain snow removal equipment
 - Plow blades
 - Inspect and lubricate hydraulic arms
 - Preventive maintenance and repairs on all town equipment.
- On call for emergency needs with regards to road safety
 - Clearing trees and debris from roads
 - Repair potholes and washouts after storms
- Maintain roadway safety throughout the year
 - Mowing ditches
 - Cold patching roads
 - Placing traffic signs as required for spring thaw and construction detours
- Skills and certifications preferred but not required
 - CDL
 - Tuition assistance available from the Town of Stiles
 - Technical or Mechanical experience or certifications
 - Prior experience with Highway or Facility maintenance