

Public Works Foreman / Sanitary Technician

Location: Town of Wilson, Wisconsin

Reports To: Director of Public Works

Job Status: Full-time | Exempt

Work Week: 40 hours/week (Monday–Friday), with occasional weekend work for emergencies or weather events

Annual Salary: \$58,000–\$66,000

Benefits:

- Health and dental insurance available
 - Retirement benefits through the ETF Plan
 - Vacation:
 - Year 1: Two weeks
 - Years 2–6: One additional day per year
 - Years 6–10: Three weeks
 - After 10 years: Four weeks
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Purpose of Position

To serve the Town of Wilson by maintaining buildings, sanitary infrastructure, roads, parks, and other public areas in a safe, functional, and respectable manner. This role supports both hands-on operations and leadership responsibilities, ensuring the town’s public services run smoothly and meet the needs of the community.

Essential Duties and Responsibilities

Road Maintenance

- Pothole patching, shouldering, and culvert cleaning
- Tree and brush removal
- Street sign and post maintenance and repair

- Right-of-way litter pickup and roadside ditch mowing
- Bridge painting and repair
- Assist County Highway Department with road centerline striping
- Support road projects as needed

Building & Grounds Maintenance

- Maintain and repair vehicles, equipment, hand and power tools
- Interior and exterior upkeep of Town buildings
- Grounds care including mowing, tree/shrub maintenance, and snow removal

Waste Disposal & Recycling

- Assist residents with garbage and recycling disposal
- Yard waste and compost management
- Wood chipping of tree branches and trimmings
- Haul recyclable metals to local scrap facility
- Concrete, asphalt, brick, and tire disposal
- General litter pickup

Parks & Cemeteries

- Mow and trim grass; maintain playground equipment and restrooms
- Tree removal and trimming; seasonal cleanup
- Sign maintenance, painting, landscaping, weed control
- Gravestone straightening and repair

Conservancies

- Maintain access points, signage, and walking paths
- Collaborate with Parks and Forestry on improvement projects

Town Hall, Office & Fire Department

- Maintain Town Hall and Office buildings
- Support Fire Department with building maintenance

- Clean Town Hall; assist with meetings, elections, and deliveries
- Snow removal from parking lots and sidewalks
- Generator testing and maintenance

Landfill & Dog Run

- Maintain closed landfill site: fence inspection, mowing, tree care, signage

Sanitary Districts 1 & 2

- Maintain lift stations and Lakeshore Pump Station equipment
- Mow grass, clean baskets, flush structures and wet wells
- Perform Diggers Hotline locates
- Attend safety training and respond to alarms
- Assist contractors and Sanitary Administrator
- Generator maintenance and quarterly meter readings at commercial sites
- Assist sanitary district personnel in maintenance and repairs

Leadership & Administrative Responsibilities

- Assist in budget preparation and planning
- Manage day-to-day operations in the absence of the Director of Public Works
- Supervise and motivate team members for daily projects
- Oversee projects to ensure safety and quality standards are met
- Analyze problems, troubleshoot issues, and identify effective solutions
- Provide respectful, responsive service to the public
- Maintain a positive and professional demeanor with Town employees and residents
- Attend Town Board and Sanitary District meetings as needed; present reports on behalf of the Director

Additional Duties

Perform any other duties as assigned to support the Town's operations and infrastructure.

How To Apply

Please email cover letter and resume to bdarkow@townwilson.com. Resumes may be mailed or dropped off at our Town Office located at 5935 South Business Drive Sheboygan, WI 53081.