

FRNSA Lock Maintenance – Lead Position Description

The Fox River Navigational System Authority (FRNSA) also known as The Fox Locks has operated the Fox River Lock System since 2004. The Fox Locks worked hard at restoring the heritage of one of the nation's most unique transportation systems over the last two decades. Of the 17 total Locks, 16 have been fully restored, and 15 will be open for the 2024 Navigational Season! The Fox Locks are a recreational, historic, and economic treasure of the Northeast Region of Wisconsin. Visitors can enjoy living history in action as they observe the only fully restored, hand-operated lock system in the United States in operation on the beautiful Lower Fox River. We thank you for your interest in joining our team.

We are looking an energetic, detail oriented person with leadership experience to fill a Seasonal Lock Maintenance Lead position.

This Lead role will be responsible for leading the day-to-day activities of a Seasonal Lock Maintenance Team of up to four people. Work project locations include all lock properties which span nearly 39 miles of riverway from Menasha to De Pere.

Seasonal Lock Maintenance staff work 8-10 hours Monday through Thursday between 7a-5p depending on weather and work availability. The Lock Maintenance crew is not required to work weekends. Positions are staffed from mid-April to mid-October to cover spring clean-up, navigational season preparation, navigational season operations and fall season winterization.

The Lock Maintenance Crew fulfills the overarching and very important operations and aesthetics role for the locks. Seasonal Maintenance staff are often the first point of contact for the public in many situations due to lock locations being in highly visible and populated areas. Professional appearance and etiquette are expected. Uniform shirts will be issued and are required to be worn. Additionally, if assigned, Lock Maintenance staff may work holidays such as (Memorial Day, July 4, Labor Day). Any work required to be conducted on holidays will be paid at time and a half.

Overall Duties:

- Lead a team of Seasonal Maintenance staff to facilitate the maintenance and safe operations of The Fox Locks.
- Inspection of lock infrastructure and properties
- Maintenance of facilities and equipment.
- Record activities, projects, and inspections as needed or assigned.
- Monitor maintenance equipment, tools, shop supplies and inventory.
- Leads the coordination and completion of regular reoccurring maintenance tasks which may include but are not limited to:
- greasing locks, painting, lawn mowing, cutting, and clearing brush, maintaining benches/picnic tables, and lock buildings, trash pickup, after storm pickup, repairing

Fox River Navigational System Authority

1008 Augustine St
Kaukauna, WI 54130

Philip Ramlet, Executive Director
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grounds, repairing shoreline, maintaining portages, and keeping lock properties in pristine condition.

- Removal and disposal of garbage collected at Lock buildings.
- Removal and disposal of debris along lock canals, shoreline, doors and valves daily and as needed.
- Collaborative leadership with Lock Tender Coordinator concerning staff training and lock operations.
- Promote cross-team integration between maintenance and lock tending staff in support a cohesive, safe, and fun work environment.
- Identify and correct workplace hazards, and safety concerns.
- Conduct weekly property inspections.
- Responsible for maintenance staff scheduling, time reporting, inventory, tools, vehicles, and building access.
- Maintain and organize maintenance workshop rooms and building.
- Oversee the operation of cleanliness and maintenance of variety of vehicles and machinery.
- Operate mowers and utility vehicles as required.
- Use mobile apps for time reporting and keep accurate records.
- Follow policies and procedures.
- Tracks, records, and reports on project statuses weekly.
- Perform other duties as assigned.

Preferred Qualifications:

- Previous leadership experience.
- Mechanically inclined, problem solver
- Experience operating machinery such as tractors, skid steers and chippers
- Experience using a variety of hand and power tools including chainsaws.
- Experience mowing, trimming, and landscaping.
- Good communication skills and attention to detail.
- Meticulous.
- Self-motivated.

Requirements:

- Valid driver's license.

On the job training will be provided to facilitate the safe operation and maintenance of the Locks. The Lock Maintenance Lead position reports to the Operations Director.

This is a seasonal position, as such these positions do not automatically lead to or enjoy the same benefits as permanent employees. Seasonal positions do offer valuable work experience and an opportunity to learn more about career opportunities. Seasonal employees are limited to working 1039 hours within a twelve-month period.

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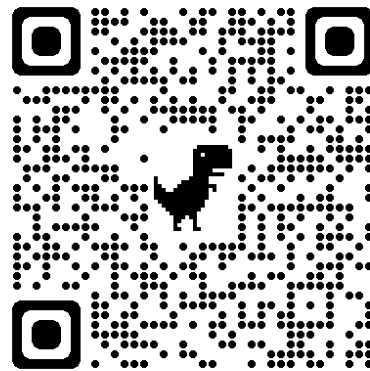


Applicants must be a resident of the State of Wisconsin. Non-residents may apply but must meet residency requirements upon hire. Employment may require the selected candidate to pass a background check.

FRNSA does not sponsor work visas, thus, in compliance with federal law, all persons hired will be required to verify eligibility to work in the United States by completing the required I-9 form upon hire.

FRNSA is an equal opportunity employer that promotes and values diversity. We do not discriminate on the basis of race, ethnicity, religion, national origin, gender, gender identity, sexual orientation, age, marital status, veteran status, or disability.

To apply go to www.Foxlock.org search "employment" or go to <https://foxlocks.org/employment-opportunities/> or scan the QR code here.



All applicants with questions can contact Director of Operations –
Jeremy Cords jcords@foxlocks.org

Pay Range: \$19-\$22

Pay is Bi-Weekly and Direct Deposit