

**Fox River Navigational System Authority**

1008 Augustine St  
Kaukauna, WI 54130

Philip Ramlet, Executive Director  
Telephone: 920-850-1677  
Jeremy Cords, Operations Director  
Telephone: 920-309-4501



## FRNSA Lock Maintenance Staff 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. 16 of 17 Locks have been fully restored, fifteen of the 17 Locks 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 for Seasonal Lock Maintenance staff to form a dedicated Seasonal Lock Maintenance team. Work locations include all lock properties which span nearly 39 miles of riverway from Menasha to De Pere.

Seasonal Lock Maintenance Staff work 8 or 10 hour days Monday through Thursday between the hours of 7:00a-5:00p. Lock Maintenance staff are not required to work weekends. Positions are staffed mid-April to mid-October and cover these four main transition periods, spring clean-up, navigational season preparation, navigational season operations and fall season winterization.

Lock Maintenance staff fill an important and vital role in overall operations of the Locks and in many situations will be the first point of contact for the public. Proper appearance and etiquette are expected. Uniform shirts will be issued and are required to be worn. Additionally, if required and assigned, Lock Maintenance staff may work holidays such as Memorial Day, July 4, and Labor Day. Any work required to be conducted on holidays will be paid at time and a half.

### Overall Duties:

- Perform 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 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, lock doors and lock valves daily and as needed.
- Assist and support Seasonal Lock Tender Lock staff.
- Identify and correct workplace hazards, and safety concerns.
- Organize tools, vehicles while maintaining a clean and safe work environment including the workshop rooms and main office building.
- Operate, maintain a variety of vehicles and machinery while always keeping them clean inside and out.
- Keep accurate records as needed and use mobile apps for time reporting.
- Follow policies and procedures.

## Fox River Navigational System Authority

1008 Augustine St  
Kaukauna, WI 54130

Philip Ramlet, Executive Director  
Telephone: 920-850-1677  
Jeremy Cords, Operations Director  
Telephone: 920-309-4501



- Perform other duties as assigned.

### Preferred Qualifications:

- Mechanically inclined, problem solver
- Experience mowing, trimming, and landscaping.
- Good communication skills and attention to detail.
- Ability to work independently and as part of a team.
- Ability to complete tasks on time with minimal supervision.
- Self-motivated
- Valid driver's license.

Training will be provided to facilitate safe operation and maintenance of the locks. Lock Maintenance staff position reports to Lock Maintenance Lead and Operations Director.

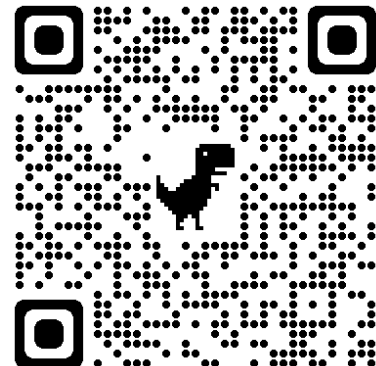
This is a seasonal position, as such these positions do not automatically lead to or enjoy the same benefits as permanent employees. Seasonal positions do offer valuable work experience and an opportunity to learn more about career opportunities. Seasonal employees are limited to working 1039 hours within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

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](http://www.Foxlock.org) search “employment” or go to <https://foxlocks.org/employment-opportunities/> or scan:



All applicants with questions can contact Director of Operations  
– Jeremy Cords [jcords@foxlocks.org](mailto:jcords@foxlocks.org)

Pay Range: \$16-\$20.

Pay is Bi-Weekly and Direct Deposit