

Title **Field Services Maintenance Lead**

Location **Lake Tomahawk, WI**

Position Type **Salary**

Schedule Type **Full-Time**

Details Wisconsin Valley Improvement Company (WVIC) has a rewarding opportunity to work out of our maintenance facility located in Lake Tomahawk, Wisconsin. WVIC is a private corporation licensed by the Federal Energy Regulatory Commission to operate 21 storage reservoirs located throughout northern and central Wisconsin. This position provides planning, coordinating, supervision and participation in all company maintenance work. The position also supervises the maintenance crew and seasonal LTE's. Acts as WVIC Safety Representative including implementation and oversight of the WVIC Safety Program in cooperation with the Environmental and Safety Specialist with safety authority on work sites.

WVIC offers competitive pay based on experience and excellent benefits including a 401(k) Profit-Sharing Plan; health, dental and life insurance; paid vacation, holidays, and short-term absence time; Flexible Spending Account; and a wellness program for employees.

Job Responsibilities

- Safety
 - Administer and coordinate all elements of the WVIC Safety Plan specifically pertaining to maintenance staff.
 - Evaluate practices, procedures, and facilities to assess risk.
 - Monitor all maintenance and construction job sites for compliance with safety policies.
 - Work in conjunction with Environmental & Safety Specialist to coordinate training and certification renewals for all maintenance staff and compile or submit annual safety reports.
 - Identify and address all site maintenance and safety issues at WVIC owned facilities in coordination with WVIC Staff.
- Manage the Field Services Department
 - Prepare and submit the annual budget for the Maintenance Department.
 - Review monthly deposit and expense reports for inaccuracies, unauthorized charges, or miscoded expenditures.
 - Manage billings related to Field Services Department vouchers in Bill.com.
 - Participate in and coordinate project scheduling for all projects involving the crew, including dams, buildings, vehicles, equipment, and recreational facilities.
 - Purchase and/or recommend tools, materials, and equipment for maintenance projects.
 - Maintain a working inventory of materials and supplies.
 - Supervise projects in progress.
 - Select, when not specified, and purchase suitable materials and supplies to produce a durable neat result at minimum cost.
 - Assign crews to projects as necessary.
 - Keep work on schedule.
 - Enforce safe working procedures, use of safety equipment, and compliance with safety regulations.
 - Document crew projects using quality photos and written reports.
 - Ensure compliance with plans, specs, and regulations.
 - Ensure completion of regularly scheduled maintenance projects and maintain activity logs.
 - Approve time sheets and work absences for assigned staff.
 - Conduct annual crew performance evaluations.
 - Maintain company buildings.
- Assist damtenders
 - Instruct damtenders in operation of dam equipment with emphasis on safe

- procedures.
 - Substitute for damtenders during illness or vacation when necessary.
- Participate in internal WVIC dam safety program.
 - Perform dam safety inspections on set schedule.
 - Submit list of maintenance requirements.
 - Maintain inspection records.
 - Investigate items listed on damtender inspection reports.
- Inspect company owned recreation facilities on a routine basis for appearance, functionality, safety, and maintenance matters. Make recommendations for repairs and improvements.
- Respond in emergency and extra duty calls and assume responsibility in emergency situations.
- Perform weekend river duty on a rotational basis.

**Job
Qualifications**

High school graduate and college training or equivalent experience in construction or engineering technology. Surveying experience desirable but not required. Proficient with standard Office products and software including Microsoft Word documents and Excel spreadsheets. Ability to read blueprints and working drawings. Possess working knowledge of all construction trades including, welding, carpentry, electrical wiring, plumbing, painting, concrete work, and masonry work. Possess working knowledge of operations and maintenance of all construction equipment and vehicles.

Ability to direct and supervise maintenance workers. Ability to work with the public. Self-starter with ability to work unsupervised. Willingness to work extra hours and be on call during emergency periods. Ability to collect data and prepare written reports.

Hold a valid driver and CDL license (or ability to obtain CDL upon being hired). Industrious and resourceful. Good judgement. Able to swim. Good health and physical condition. Willingness to work in inclement weather.

*NOTE: All candidates selected for employment with Wisconsin Valley Improvement Company will be required to successfully complete a drug screen and background check and a Job Function Test.

We are committed to providing an inclusive work environment for all and are proud to be an Equal Opportunity Employer.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

To apply, send cover letter and resume by July 13, 2020 to:

Wisconsin Valley Improvement Company
2301 N. Third St.
Wausau WI, 54403

or

Email materials to: employment@wvic.com