



Town of Washington

Vilas County, Wisconsin

Employment Application

The Town of Washington is an Equal Opportunity Employer

Return completed application via email to clerk.townofwashington@gmail.com
or mail to Town of Washington, 2301 Town Hall Rd, Eagle River, WI 54521

Applicant Information

Name: _____
Last First M.I.

Street Address: _____
Apartment/Unit#

City _____ State _____ ZIP _____

Phone: _____ Email _____

Position Applied for: _____ Do you consent to required background check and drug test? YES ☐ NO ☐

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Do you have a valid WI driver's license YES ☐ NO ☐ Do you have a valid CDL license? YES ☐ NO ☐

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐

College: _____ Address: _____

From: _____ To: _____ Degree: _____

List additional educational training, certifications or skills: _____

Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES ☐ NO ☐

Professional References

Full Name: _____ Employment Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Employment Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Employment Relationship: _____

Company: _____ Phone: _____

Address: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

TOWN OF WASHINGTON
TOWN FOREMAN
Position Description
Revised October 2026

Purpose of Position

The Town Foreman is charged with the supervision and maintenance of the town highways, town structures, and properties. This is a full-time, hourly position, requiring a flexible schedule that may involve on-call hours which includes nights, weekends, and holidays, particularly in the winter.

Essential Duties and Responsibilities

1. Possesses basic knowledge and experience in road maintenance, construction, and repair.
2. Ability to plan, coordinate, organize and supervise all town-related work activities, as well as supervises the day-to-day work activities of the town crew.
3. Operates with proficiency various types of heavy and light equipment, including but not limited to graders, backhoes, snowplows, trucks, etc. Includes the ability to perform and or supervise all routine road maintenance work including but not limited to ditching, grading, culvert maintenance, brush cutters, repair and installation of guard rails and traffic signs, patching of road surfaces, tree cutting, etc.
4. Operates additional equipment including but not limited to pickup trucks through tri-axle diesels, patrol wings, material spreaders, self-contained air compressor with attachments, tractor with commercial mowing attachments, brush chipper, tar kettle with attachments, skid steer loader, excavator, and small hand tools such as chainsaws, brush saws, shovel, weed eaters, etc.
5. Performs preventative maintenance and recordkeeping in accordance with prescribed methods.
6. Assists with equipment maintenance and recordkeeping including, but not limited to, greasing, oil changes, regular thorough washing and cleaning, minor repairs, mounting and dismounting of equipment attachments, changing plow and wing blades.
7. Completes accurate operational and preventative maintenance records in a neat, clear, and concise manner.
8. Performs related highway work, with and without the assistance of contractors and town crew, including state reporting, labor and semi-skilled assignments.
9. Attends monthly board meetings to provide a monthly update of completed town work and to provide availability to town residents for inquiries pertaining to town business.
10. Responds to emergency calls at any time, including weekends, evenings and holidays.
11. Possesses a positive attitude and be able to work well as part of a team.
12. Manages citizen inquiries and/or complaints and seeks collaborative resolution.
13. Possesses a working knowledge of and ability to manage a town highway budget.
14. Adheres to and understands the necessity of safety regulations pertaining to municipal operations.
15. Consults with Town Chairperson to obtain ad hoc work assignments, project related work,

and procedure changes.

16. Performs heavy manual work.
17. Proficient with MicroSoft products, mainly MS Outlook for in/out-going written correspondence, and proficient with digital cell phone communication.
18. All other duties as deemed necessary for carrying out the operations for the Town of Washington.

Certificates, Licenses, Registrations

Possession of valid Class B Wisconsin Commercial Driver's License (CDL) upon hire with attainment of a Class A license with N and Air Brake Endorsements within six (6) months of hire date. An applicant's driving record for the five (5) years prior to date of hire will be reviewed. A revocation, suspension, or the accumulation of six (6) or more demerit points in that period may be grounds for disqualification.

Language Skills

Ability to establish and maintain effective working and public relations; ability to read, write, understand, follow and issue oral and written instructions; and the ability to keep neat, clear and accurate records.

Mathematical Skills

Ability to calculate figures and amounts such as proportions and percentages. Ability to apply concepts such as fractions, percentages, and ratios to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of situations. Due to the wide scope of daily interactions with town personnel, town residents, contractors, etc., possesses strong interpersonal skills. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

Physical Demands

Over 50% of the work is spent sitting, hearing, using far vision, and low handling. A lesser amount of time (35%) is spent standing, walking, feeling, talking, using near vision, low lifting up to 50 lbs., low pushing/pulling, and medium handling. Stopping, kneeling, crouching, climbing (using legs and feet), reaching, balancing, bending/twisting, medium/high lifting up to 100 lbs., low/medium carrying, medium pushing/pulling and low fingering is done to a lesser degree (10% of the time). In non-routine conditions (5% of the time), crawling, running, climbing (using legs and arms for support), very high lifting over 100 lbs., high/very high carrying, high/very high pushing/pulling, high handling and medium/high fingering are necessary.

Working Environment

Employment is contingent on a successful background check and drug screen.

Over 80% of the work is performed outside. Working in extreme cold; extreme heat; noise; experiencing dramatic shifts in falling temperature; occurs 25% of the time. Hazards from fast moving vehicles; working inside; dramatic shifts in rising temperature; humid conditions; vibrations occur 10% of the time. In unusual situations, wet conditions are present as well as many hazards – mechanical, electrical burns, and heights over 12 feet. Fumes, mists gases, odors, dust, poor ventilation and being in a physically confining area are also present in unusual situations.

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of persons so classified and is subject to change by the Town without notice.