

## **Fox River Navigational System Authority**

1008 Augustine St  
Kaukauna, WI 54130

Timothy Rose, Chairman  
Jeremy Cords, CEO  
Telephone: 920-759-9833  
Fax: 920-759-9834



## **Fox River Navigational System Authority Employment Announcement**

Position Title: Lock Tender (10 Positions)

Contact: James Van Boxtel – 920-202-1853 or Luke Green 920-931-5852

Location: Fox River Locks from De Pere to Appleton

Hourly Rate: Between \$8.00 - \$12.00 per hour - depending on experience, training and qualifications.

Duration: Job starts approximately May 17, 2019.

- \$2.00 hour add-on for Saturday and Sunday
- Holiday hours will be paid at time and half
- The operational season of the Locks for 2018 season is May 18 to October 7. Flexible Schedule.

Job Description: Lock Tender – Seasonal Employment

This is a seasonal position that is an important first point of contact and agency representative for the Fox River Navigational System Authority. Uniform shirts will be provided. This position is responsible for the day-to-day operation, cleaning, and light maintenance of one or more of the operational locks located on the Fox River between Appleton and De Pere. The successful candidate will be a self-starter with a positive attitude that is able to work independently, has good communication skills and functions as part of a team. A large part of this position involves operating the locks, collecting and handling money, keeping the buildings and grounds presentable for the viewing pleasure of the public.

50% Open and close lock gates for boaters. Handle money, sell passes, and collect fees along with basic record keeping. Communicate relevant information to the public including history, safety procedures and positioning of vessels. Overall safety of the lock chamber.

25% Mow grass. Pick up litter. Remove debris from the water in and or around the lock. Perform daily inspections and routine maintenance of the lock site and facilities. Keep grounds and facilities in neat, clean and presentable condition, free of litter and orderly at all times.

10% Communicate cultural and natural history of the locks and navigational system to its users and the general public

10% Operate vehicles and light equipment

5% other duties as assigned

Preferred Qualifications:

- A valid driver's license
- Customer service and cash handling experience
- Knowledge, skills and experience of general maintenance operations
- Ability to work independently, be self-motivated and punctual
- Ability to work independently and as part of a team, follow verbal and written instructions
- Ability to work in a variety of weather and conditions
- Ability to work a modified schedule; nights, weekends, holidays, etc.

Application Deadline: April 1, 2019

To Apply: Visit the Kaukauna Office location or go to [www.foxlocks.org](http://www.foxlocks.org) and search for "Seasonal Employment" Submit:

**Fox River Navigational System Authority**

1008 Augustine St  
Kaukauna, WI 54130

Timothy Rose, Chairman  
Jeremy Cords, CEO  
Telephone: 920-759-9833  
Fax: 920-759-9834



Employment Application

Resume

References

Mail the above items to:

Office Manager - Jessica Akstulewicz  
1008 Augustine St  
Kaukauna, WI 54130

\*Application materials will be reviewed and the most qualified candidates will be invited for an interview.

Additional Information:

Applicants must be legally authorized to work in the United States at the time of hire.