Kewaunee County
Executive Committee Meeting
AGENDA
May 4, 2026 6:00 p.m.
Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approval of May 4, 2026 Agenda
4. Approval of April 6, 2026 Minutes
5. Public Comment (3 minutes per person – 20-minute maximum)
6. Review and Approve Updated Job Description (Existing Position) – From Highway Committee
7. County Administrator's Report
    a. Personnel Report
    b. Approve Filling Vacancies
8. Next Meeting Date
9. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so outside of public comment. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

KEWAUNEE COUNTY
HIGHWAY DEPARTMENT
Highway Worker II (Facility Maintenance/Operator)

Characteristic Work of the Position

Nature: Under the direction of the Highway Commissioner, Patrol Superintendent and the Office Manager and any other members assigned over them. The employee is responsible for preforming craftsman level operation of highway department equipment for about a third of their time and for performing facility and equipment maintenance functions for the rest of their time. Assignments given may change from day to day and from season to season.

Example of Duties:

1. Perform routine and preventive maintenance on buildings, landfill systems, grounds, and equipment
2. Diagnose, repair, and install components for electrical, plumbing, HVAC, and mechanical systems
3. Conduct general carpentry, painting, metal working and minor construction projects for the repair and maintenance of the interior and exterior of facilities
4. Inspect facilities and equipment to identify maintenance needs, safety concerns, or code compliance issues
5. Coordinate with contractors and vendors as needed
6. Experienced Truck driver – duties include hauling fuel, gravel, asphalt hot mix, water, equipment, etc., with dump trucks and trailers. Perform winter maintenance with plow trucks, graders and other equipment as necessary.
7. Experienced Equipment operator – operate equipment to perform excavating, grading, material loading and stockpiling, sweeping, compaction and paving on construction sites.
8. Experienced Tractor operator – duties include mowing slopes and ditches with a tractor and mower.
9. Will Train other workers and may direct work of others and will work overtime as-needed road construction and for snow and ice control activities.
10. Laborer – duties include patching potholes, picking up debris from roadway, flagging traffic, crack filling, snow fence installation and removal, and other roadway and roadside maintenance. Laborer also assists with maintenance projects that are labor intensive such as hand shoveling, raking asphalt, topsoil and lawn repair, installing erosion control, building repairs, culvert pipe and tile installation, bridge work, and shoveling snow. Do all basic maintenance checks before and after using equipment. Do all basic maintenance on equipment such as oil and filter changes, greasing, cleaning, etc.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Knowledge and Abilities

1. Ability to read, comprehend, and communicate both verbally and in writing, at a level normally associated with completion of a high school degree or equivalent.
2. Ability to keep records/logs and work from technical drawing/sketches on, non-standard specialized equipment and projects.
3. Mechanical background, knowledge ability to identify tools, parts and read parts manuals used for repair of equipment and facilities
4. Working knowledge of electrical, plumbing, HVAC, and mechanical systems
5. Working knowledge of carpentry, painting, and metal working
6. Advanced knowledge of standard practices, methods, tools, and materials used in road construction, repair and maintenance.
7. Advanced ability to operate trucks and other county owned construction equipment in a safe and effective manner.
8. Advanced knowledge of occupational hazards and safety precautions including MSHA and OSHA regulations.
9. Advanced knowledge of traffic laws and weight limits.
10. Advanced knowledge of location of state, county, city, and town roads.
11. Capable of accepting varied assignments from one day to another.
12. Intermediate skill in repairs and maintenance of machinery and trucks.
13. Use tact and courtesy in dealing with other employees, county officials, taxpayers, and other county and outside agencies.

Training and Experience

1. Graduation from High School, GED, or equivalent
2. Two (2) or more years of experience in building or facility maintenance, or a combination of education and experience
3. Required: Class A CDL with Tanker
4. Basic computer skills, (5) years of experience as driver/operator or Technical Training & Advanced Training Courses Completion and (2) years of experience as driver/operator
5. Preferred but not required: Hazmat Certification
6. Advanced knowledge of road construction and facility maintenance
7. Intermediate experience on specialty equipment operation. (Example: Road Grader, Paver, Hotmix Plant, Paint Striper)

Physical Demands

Exposure to all types of weather, dust, wetness, and noise. Exposure to hazards such as machinery, automobile traffic, electrical hazards, chemicals, fumes and mechanical parts are present, but can be minimized by following proper operating procedures and safety rules. In addition, safe working habits around heavy construction equipment required to limit potential injury.

Good physical condition to be able to perform manual work. The use of vision and hearing within normal accepted standards are essential to the safety and health of the employee and others. Must have the ability to lift and transport heavy loads over uneven ground at least 55 feet.

Offer of employment is contingent upon passing a medical physical exam and drug testing.

Jeremy Kral, County Administrator

KEWAUNEE COUNTY
PERSONNEL REPORT
May 4, 2026

Farewell		
Hailee Jandrin	Radio Operator/Jailer	March 28
Jim Magnin	Highway Worker	January 1, 2027

New Vacancy, Requesting to Fill

Highway Worker

Recruitment

Children's Long-Term Support Case Manager – advertising/interviewing

Economic Support Lead Worker – advertising/interviewing

Maintenance Technician – advertising/interviewing

Radio Operator/Jailer – advertising/interviewing

Social Worker Child + Family – advertising/interviewing

Summer Help Highway/Parks – advertising/interviewing

as of report date 4/27/2026