

Town Road Crew/Maintenance Worker Job Description

General Statement of Duties: Performance in a variety of tasks involving construction, maintenance and repairs to the Municipal town roads, facilities and equipment and building maintenance.

Job Description: This Employee would perform manual tasks in the maintenance, construction and repair of town roads, and right-of-ways. The Road and Street Maintenance Worker may operate a truck, plow, heavy equipment, hand tools, motorized equipment, mowers, tractors and various other equipment. Assignments are supervised and outlined by the Town Board Chairman who will delegate duties and inspect the progress of work completed, in conformance with established standards and specifications, safety and economy of operations. Employees in this position are expected to exercise some judgment in work methods and planning detail.

Examples of Work: (The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned).

- Drive Trucks, haul dirt, gravel & salt, blacktop and fill for road construction repairs;
- Patch roads and streets with hot and cold blacktop mix, assist with resurface roads, grading roads, graveling roads;
- Check Culverts and shoulders/Beaver Dam removal;
- Erect road signs in accordance with state requirements, install & repair, make new signs as necessary;
- Operate power equipment including attachments, maintain & repair equipment in good operating condition;
- Plow snow/remove snow/grading, salt and sand town roads/, as well as municipal parking lots;
- Pick up trash and debris;
- Paint buildings & signs, equipment;
- Perform shop work, welding and carpentry work on town property;
- Operate chainsaw, removal and hauling of trees, brush and stumps. Mowing, brushing, and clearing right of ways;
- Answer emergency calls and explain situations to public if necessary;

- Erect and remove barricades and snow fencing as required;
- Does related work as required;
- Town Hall repairs, maintenance, lawn mowing, snow shoveling/plowing, & salt application as needed;
- Maintenance and upkeep of the Rocky Ridge Cemetery, mowing, filling in sunken graves, seeding and general upkeep;
- Performs duties of Town Constable;
- Other duties as assigned by Town Chairman or Town Board

Qualifications: Knowledge of general maintenance, construction, tools, and equipment;

- Knowledge of the occupational hazards involved and the safety precautions necessary in performing maintenance, construction and repairs work;
- Knowledge of the methods, materials, tools and practice in at least one of the building trades and of road maintenance repair
- Ability to perform the specialized semi-skilled maintenance and repair; o Ability to perform strenuous work, including heavy lifting;
- Anticipate on call and Respond to weather emergency events requiring road maintenance under adverse weather conditions;
- Ability to operate heavy constructions and related equipment; o Ability to carry out oral and written instructions;
- Possession of a valid Wisconsin CDL driver's license;
- Participation required in random drug and alcohol testing;
- Willing to work outside of normal work hours which are 8:00 a.m. – 4:30 p.m. Monday through Friday. Hours may be adjusted to meet the needs of the Township.\

Paid on the 5th and 20th of each month.

Pay periods will be the 1st – 15th and the 16th – last day of the month.

Time to be turned into the Chairman on the 1st and 16th of the month for approval and then to the Clerk for paycheck and payroll tax processing.