

# **TOWN of SARATOGA**

## **MAINTENANCE & ROAD PERSON**

### **PURPOSE OF POSITION**

The position reports to the Town Board and is responsible for a variety of day-to-day, unskilled and semi-skilled work associated with the Public Works Department. To include, but not limited to the operation and maintenance of Town-owned facilities, streets and roads, construction, operation, repair maintenance, and replacement activities. It shall also involve the operation of a variety of different vehicles, machinery, and equipment.

The position requires a high degree of independent judgment, with the ability to routinely make decisions regarding priorities. The person hired to this position must be willing to be on call after regular work hours, including evenings, weekends and holidays.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*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.*

- Assures that all annual routine tasks are assigned and completed when required.
- Address citizen inquires or complaints relating to Public Works services and responds to request for services.
- When a disaster occurs, represents the department on matters requiring inner-or-intra departmental agency coordination.
- Supervise emergency work operations such as snow and ice control, brush and tree removal, flooding and drainage problems.
- Answer calls from 911 to fix road related problems.
- Issues permits for driveways and excavation by utilities on Town property.
- Orders/purchases Public Works supplies.
- Posts for dangerous condition on Town roads as soon as possible with appropriate signs until conditions are corrected. Contact emergency personnel about the road closure.
- Participates in highway maintenance workshops and seminars.
- Operates a variety of Town trucks, machinery and equipment, including chippers, tractors, loaders, mowers, trimmers, pumps, air compressor, jackhammers, chain saws, and related small engine equipment.
- Mow and trim grass, weed control, rake and collect leaves, trim trees and shrubs on Town's public property.
- Maintains Town owned and leased buildings, grounds and parking lots.
- Insures the proper maintenance of vehicles, equipment and tools by cleaning and checking them after use.
- Maintains a clean and orderly Public Works facility.

- Performs other related duties as required.

## **REQUIRED KNOWLEDGE**

- WISLR program (Wisconsin Information System for Local Roads).
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- Methods, techniques, materials, and equipment used in Public Works maintenance, repair and construction projects.
- Occupational hazards, safety equipment and the standard working practices associated with Public Works functions.
- Hydraulics, electronics, plumbing, and general maintenance of equipment and vehicles.
- Basic knowledge of traffic laws and regulations as they apply to motorized construction and maintenance equipment and safety.

## **REQUIRED ABILITIES**

- Maintain a valid Wisconsin Driver's License with applicable Class A CDL endorsements, with no restrictions (within 60 days of hire).
- Establish and maintain effective working relationships with those contacted in the course of work.
- Represent the Town in meetings, public presentations, before the media and at other functions at the request of the Town Board.
- Be courteous to others at all times, including residents, businesses and staff.
- Keep abreast of current developments in the Public Work field, including attending seminars, meetings, conferences, as well as reading technical and trade journals.
- Plan, organize and administer Public Works activities with both Town personnel and outside contractors.
- Maintain satisfactory attendance.
- Know how to operate power and hand tools, frequently lift up to 25 pounds and occasional lift up to 100 pounds.
- Effectively read and understand information contained in memoranda reports, technical manuals, bulletins, blueprints, construction plans and maps.
- Effectively follow verbal and/or written instructions, policies, rules and regulations.
- Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
- Set priorities in order to meet deadlines.

## QUALIFICATIONS

- Graduation from high school or GED; five (5) years of related experience in the construction and maintenance of Public Works and the operation of vehicles and equipment commonly used in this type of work.

**NOTE:** This position is subject to a pre-employment drug test and random testing in compliance with the Federal Department of Transportation and Highway Administration's drug and alcohol testing regulations contained in Title 49 CFR.

**NOTE:** This position description has been prepared to assist in defining job responsibilities. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any Town Supervisor to assign, direct, and control the work of employees under supervision. The Town retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Resumes may be mailed to 1120 State Hwy 73 South, Wisconsin Rapids WI 54494 or dropped off at the Town of Saratoga office.

All resumes must be received by 5p.m. on February 9, 2022.