

**October 26, 2023**

## **Town of Washburn Road Department Staff Member Job Description**

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

**Job Description Defined:** The town road employee(s) will perform manual tasks in the maintenance, construction and repair of town road and right-of-ways. The employee(s) 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, whose Chairman and/or Supervisors will delegate duties and inspect the progress of work completed, from time to time, 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**

- Safely operate town highway maintenance equipment, including but not limited to: pickup trucks, dump trucks, bucket loader, road grader, backhoe, tractors with and without various attachments including mowers and wood chippers, and other equipment required for the maintenance of the highways.
- Safely operate various hand machinery such as chain saws, weed or brush trimmers, culvert thawers, mowers and welders. Also uses shovels, picks, rakes and other hand operated equipment necessary for highway maintenance.
- During the winter months the duties chiefly require snow plowing, snow removal, road sanding, salting and culvert thawing. These duties frequently occur at irregular times and hours.
- During Spring, Summer and Fall duties include repair of gravel as well as asphalt roads, culvert installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, installing or replacing road signs, cutting brush, mowing, and other tasks associated with the maintenance and repair of the town roads. The duties include major repair, rebuilding, construction, grading and re-grading of gravel roads, repair and patching of asphalt roads.
- Road crew members are responsible for the general maintenance of the town highway department equipment. Both preventative and corrective maintenance tasks and adjustments are a routine responsibility throughout the year. The crew members will keep daily records of hours, locations of work, equipment and materials used, gas, diesel fuel, and oil. This information will be entered daily on written time sheets and/or on computer time sheets.
- Road crew members are responsible for routine maintenance and cleaning of town buildings and facilities, including but not limited to trash collection, minor building repairs, assistance to other town governing members, contractors when appropriate, and other duties as assigned.
- Communicate regularly with the Town Board and attend as necessary various town meetings.

### **Qualifications**

- Knowledge and ability to operate town highway equipment.
- Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced highways.
- Skill in handling controls for starting, stopping, driving, and backing the town vehicles, skill in

judging overhead and side clearances, turning radii, braking distances, and backing clearance.

- Knowledge and application of the techniques and practice for safe heavy equipment operation including: safe lifting heights, loading and load securing techniques, and dumping safety.
- Knowledge and application of safety rules and regulations for the movement of heavy equipment are of paramount importance to this position. Application of these rules are required at all times, on the public way, and also in remote situations.
- The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on town vehicles and equipment.
- This position requires skill in communication and interpersonal relations to: understand and follow oral and written instructions, keep records, operate computers, use spreadsheets, and attend training seminars when applicable. The crew member will cooperate effectively with fellow workers and supervisors. Professional conduct when interfacing with the general public is necessary in this position.
- The normal physical requirements including the ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs to operate the hand and foot controls of standard maintenance vehicles are required. Normal, or correctable to normal, vision and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions are required.
- Anticipate and respond to weather emergency events requiring road maintenance under adverse weather conditions.
- Possession of a valid Wisconsin CDL driver's license.
- Participation required in random drug and alcohol testing.
- Willingness to work outside of normal working hours.