

TOWN OF TROY JOB DESCRIPTION

TITLE: Public Works and Road Maintenance Worker

REPORTS TO: Town Board

EFFECTIVE DATE: Sept 27th,
2023

LOCATION: 654 Glover Road, Hudson, WI 54016

POSITION SUMMARY:

This position performs skilled work in the operation of light and heavy equipment, including attached equipment and performance of manual tasks in the maintenance of Town roads, parks, buildings and recycling center. Work is performed throughout the community being fiscally responsible, taking residents views, safety and concerns into account, as well as working in the best interests of the Town. This position helps efficiently maintain public property and infrastructure. Prompt and thorough execution of assignments according to established routines is critical.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

The duties and responsibilities assigned may vary depending upon the experience of the incumbent.

- Safely operates trucks, heavy construction equipment, machinery and tools for (1) road and bridge construction/maintenance and (2) maintenance of Town facilities.
- Ensures all activities are carried out in a safe manner; adheres to all Town safety regulations; assists co-workers in the safe handling of equipment; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
- Communicates with other road maintenance workers to coordinate materials handling and delivery safely.
- Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries.
- Works collaboratively to support and perform maintenance and repair projects of various buildings/facilities including Town parks, Town Hall and Recycling Center, and grounds keeping, i.e. mowing, trimming trees, shrubs and bushes & trash removal.
- Responds to and performs snow removal (2" or more) and ice events (freezing rain) during winter months, high water, washouts, and other events as directed.
- Responds to unforeseen emergency situations including cargo spills, traffic accidents, blocked roads, pavement buckles, and others as directed.
- Performs general road maintenance and related activities including temporary and permanent asphalt surface repairs, patching holes, sawing pavement, concrete repairs, sign repairs, clearing brush, hauling materials, flagging traffic, roadway vegetation control, sweeping intersections, routing and sealing road cracks, culvert and drainage work, removing trash along roads and buildings and facilities maintenance repairs.
- Maintains appropriate levels of road salt, sand, gravel, diesel and other materials required by this position.
- Ensures all materials, vehicle and equipment are secured and are used in a safe and proper manner whether at job site or on Town property.
- Performs necessary maintenance and preventative maintenance to assigned machinery and equipment as directed, including equipment at town parks, town hall, and recycling center.
- Submits weekly records of hours worked, vacation and comp-time in required format.
- Cleans and maintains equipment and storage area.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of roadway construction and maintenance operations.
- Knowledge of laws relating to heights, widths, and tie-down of cargo.
- Ability to safely operate heavy-duty trucks, snowplows and construction equipment.
- Knowledge of basic mechanical and electrical equipment maintenance procedures.
- Knowledge of operation and maintenance of assigned equipment and machinery.
- Ability to read and interpret blueprints and road maps.
- Must have a Class A CDL, Manual Transmission license.
- Ability to work independently with minimal supervision; take responsibility for quality and timeliness of work; respond to unplanned requests; complete assigned tasks and report progress; demonstrate behavior consistent with Department direction.
- Ability to work the allocated hours of the position and to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate clearly and concisely in both written and verbal form.
- Must be proficient in workplace English and spelling.
- Ability to read Town policies and procedures; written instructions, general correspondence; SDS sheets, safety manuals, maps, etc.

MATHEMATICAL SKILLS

- Ability to calculate mathematical calculations.

REASONING ABILITY

- Ability to understand and effectively carry out verbal and written instructions.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT:

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

PHYSICAL REQUIREMENTS

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

WORK ENVIRONMENT

- Duties are performed daily both in and outdoors under all weather conditions and included exposure to inclement weather, noise, heavy traffic conditions and exhaust fumes.

MINIMUM QUALIFICATIONS:

- High School Diploma/equivalent.
- Three years' experience in the operation of large trucks and equipment in construction and maintenance activities. May require additional experience on specific/identified pieces of specialist equipment.
- Class A CDL, Manual Transmission required.
- Hiring will be conditional upon successful completion of the following pre-employment drug test.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name