

Town of Townsend

Title of Position: Full-Time Road Maintenance Worker

Immediate Supervisor: Full-Time Road Maintenance Foreman/ Town Board of Supervisors

Brief Description of Position: This position primarily involves the maintenance and improvement of the roads within the Town of Townsend. The employee is expected to service the roads with appropriate maintenance practices. The employee must sometimes exercise independent judgment and perform tasks in the absence of supervision. Maintain time records and turn in to Supervisor as required for pay. The employee is expected to perform the duties in a professional and positive manner.

Essential Functions of the Position:

- Ability to service and make repairs and adjustments to equipment.
- Sufficient communication skills to be able to read, write, and correctly interpret written information, policies, procedures, and rules.
- Must possess a valid Wisconsin Commercial Drivers License (CDL) or obtain one within 60 days of employment.
- Available nights, holidays, and weekends during snow, ice, and/or wind storms, and other emergencies.
- Ability to perform heavy manual labor as needed.
- Ability to bend and lift moderately heavy objects on a regular basis.
- Ability to walk several miles per shift.
- A demonstrated acceptable driving record.
- Other duties as directed by the Foreman/ Town Board

Duties of the Position:

- Maintain Town roads, patch holes, and service roads with appropriate maintenance practices.
- Maintain culverts and ditches.
- Check and replace damaged and/or missing road signs.
- Plow snow and apply ice control material as needed.
- Maintain shoulders, mow grass, cut brush, clean trash, trim or remove trees, and any related task in road maintenance.
- Operate equipment including grader, truck, loader, tractor, mower, chipper, chain saw, and similar equipment of comparable size and complexity.
- Perform grading of roads and maintain as needed.
- Service and maintain equipment and perform minor to moderate repairs.
- Maintain Town buildings and grounds, parks, recreational areas, etc...
- Perform other duties as necessary and as directed by the Foreman/ Town Board of Supervisors

Desired Knowledge, Skills, and Experience:

- Experience and/or training in highway maintenance and construction work, which includes operating intermediate size, motorized equipment.
- Knowledge of methods, materials, and equipment used in the maintenance and repair of asphalt and gravel roads.
- Knowledge of traffic laws and regulations as they apply to motorized construction and maintenance equipment.
- Knowledge and ability to operate moderate sized motorized construction and maintenance equipment, chain saws, and similar tools and equipment.
- It is preferable that the employee/applicant is a resident of the Town of Townsend.
- No smoking is permitted in any Town facilities or equipment.

If interested, please submit a cover letter and resume, or a letter that outlines your qualifications that meets the above criteria for this position to Linda Ziegler, Clerk P.O. Box 227, Townsend, WI 541. **Applications need to be received by December 13, 2024.**

Successful applicants will be contacted for interviews shortly thereafter.

The Town of Townsend is an equal opportunity employer.