

**TOWN OF GARDEN VALLEY
JACKSON COUNTY**

TOWN PATROLMAN JOB DESCRIPTION

Position performs general construction and maintenance work on roadways and road right-of-way and maintenance of highway equipment and buildings.

Key responsibilities include plowing snow, minor road maintenance, mowing rights-of-way, and maintenance of Town property. The person in this position must be willing to be on call after work hours, including evenings, weekends, and holidays.

SALARY:

- Negotiable, plus benefits (see below)

ESSENTIAL RESPONSIBILITIES:

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or inclusive. Other duties may be required and assigned.

- Plowing snow, sanding, and salting roads
- Performing routine maintenance such as greasing, changing oil, and cleaning on trucks, tractors, and other equipment.
- Handle obtaining repairs and services for road equipment such as trucks, plows, tractors, and other equipment.
- Mowing right-of-way, cutting brush, and limbing trees
- Repairing and maintaining asphalt roads and grading and maintaining gravel roads
- Maintain cleanliness of the shop and working order of shop equipment.
- Installation and maintenance of highway signage.
- Repair culverts, remove downed trees, and patch roads.
- Assists with the installation and maintenance of culverts.

- Responding to calls relating to road hazards
- Clean up refuse and trash along the roadside.
- Attending safety/educational seminars as directed
- Keeping records of activities.
- Attending monthly Town meeting and giving road and maintenance reports.
- Other duties as assigned

KNOWLEDGE OF:

- Manual on Uniform Traffic Control Devices (MUTCD) and the ability to interpret and apply them in a variety of situations.
- Methods, techniques, materials, and equipment used in town road maintenance and repair.
- Welding techniques and practices, ability to repair hydraulic and electrical components, and knowledge of diesel and gasoline engine systems and repairs.
- Hydraulic, electronics, pumps, plumbing, and general maintenance of equipment and vehicles.
- Basic traffic laws and violations as they apply to motorized construction, maintenance equipment, and overall safety.
- Occupational hazards, safety equipment, and the standard working practices associated with public works.

ABILITY TO:

- Maintain a valid Wisconsin Driver's license with applicable CDL endorsements.
- Operate a town truck alone and in combination with a snowplow, wing, and spreader safely and properly.
- Operate a variety of road maintenance/repair equipment and motor vehicles.
- Work independently without continuous supervision.
- Operate heavy equipment.
- Physical ability to perform heavy manual labor and heavy lifting.

- Operate a variety of mechanic and carpentry tools, including power tools.
- Work the allocated hours of the position and overtime as required.
- Use and interpret road construction terminology.
- Communicate effectively with Town Board members, the general public, and others verbally and in writing.
- Effectively follow verbal and/or written instructions, policies, rules, and regulations.
- Set priorities and meet deadlines.
- Operate general office equipment such as computer, copy machine, calculator, telephone, etc.
- Ability to prepare required records and reports, including maintaining supply inventory.

WORK ENVIRONMENT AND WORKING CONDITIONS:

- Work is generally performed in a vehicle and shop environment with varying noise levels.
- Work is frequently performed outdoors under exposure to variations in temperature, precipitation, and exposure to machinery and vibration.

DESIRED QUALIFICATIONS:

- Graduation from high school or GED; and
- Three (3) years related experience in public works or road construction, and the operations and equipment used in this type of work or any equivalent combination of training and experience which provides the desired knowledge, skills, and abilities.
- Possession of a Commercial Driver's License (CDL) or the ability to obtain one.
- A self-motivated, problem-solving attitude.
- Experience or training in the use of various road equipment.
- Experience in the repair of trucks, tractors, power equipment, and tools.

BENEFITS:

- Comp Time: Is at a rate of 1.5 hours off for each hour of overtime worked, after the standard 40 hours have been worked in any given week.
- Vacation Time: One week (5 days) paid vacation the first year. Two weeks (10 days) paid vacation after two years with the Town.
- Sick Days: Six (6) sick days per calendar year. These can accumulate to 90 days, at which time the Board will determine a rate at which you will be reimbursed for any days over 90.
- Personal Leave: One paid personal leave day per year.
- Holiday Pay: The following holidays will be paid, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
- Pension Plan: The Town offers a pension plan based on a percentage of the employee's salary. This is provided by the Town with no payroll deduction from employee.

NOTE: This position is subject to a pre-employment drug test and random testing in compliance with the Town of Garden Valley Alcohol and Substance Abuse Policy and the Federal Department of Transportation and Highway Administration's drug and alcohol testing regulations contained in Title 49 CFR

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