

WORKING FOREMAN - HIGHWAY

DEFINITION

To be primarily responsible for the maintenance, repair and condition of town roads and associated right of ways; to operate, repair and maintain all of the equipment, facilities, buildings and grounds; to perform manual labor; to operate light and medium size motorized equipment; to supervise maintenance crew; to maintain and repair all equipment; to order garage supplies; to perform janitorial and maintenance services for all Town buildings and to perform related duties as required. The appointee shall serve a probationary period of a length to be determined based on the applicant's level of experience. The person may be reappointed and may be dismissed by the board only for cause, as defined in WI State Statute 17.16(2).

EXAMPLES OF DUTIES

Patrol town roads to patch holes; seal surfaces with asphalt, concrete and gravel; maintains shoulders; cuts brush; clears trash; trims or removes trees; mows grass; plows snow; applies salt; checks and replaces broken or missing signs; sweeps intersections and performs similar related tasks involved in road maintenance; maintain in proper working order, maintenance of facilities; operates equipment required, including trucks, tractor-mowers, grading equipment, loaders, salters, and similar equipment of comparable size and complexity; also operates chain saws, weed sprayers, hand mowers, and various hand tools; may install, repair or replace snow fences; performs manual maintenance tasks; sees that equipment is serviced with gas, oil, water and lubricants including tire changing; performs minor repairs to tools or equipment; removes dead animals from roads and right of way; also performs maintenance of roads, highways, bridges, culverts, drains and ditches.

EMPLOYMENT STANDARDS

Education and Experience: Must be able to read and write, some basic computer skills and should have 3 to 5 years of experience in highway maintenance and construction work which includes operating intermediate size motorized equipment. An equivalent of training and experience may be considered.

Knowledges and Abilities: Knowledge of methods, materials and equipment used in the maintenance and repair of asphalt, concrete and gravel roads and highways; knowledge of traffic laws and regulations as they apply to motorized construction and maintenance equipment; ability to service and make minor repairs and adjustments to equipment; ability to supervise maintenance crew; ability to meet and get along with the general public; knowledge of metal fabrication, arc welding and oxy/acetylene use is encouraged; must have ability to repeatedly lift 50 lbs. This position requires the ability to walk over rough surfaces, to carry heavy objects over uneven and rough terrain; to work outside in the entire range of weather which may occur in the Town; to see signage, road damage, small parts and machinery elements, good sense of balance to manage mowing and other equipment.

The position works with minimal supervision on a day-to-day basis, and the incumbent must be a responsible self-starter who can handle a great deal of delegated responsibility. However, the applicant must also be able to work with an elected Town Board and Town office personnel, which will involve

providing advice and sharing opinions with the Board and staff, but cooperatively following the directions and choices made by the Board. It is essential that the applicant be able to work with the public, who are the “customers” for the position, showing respect and patience for town residents, even if they are angry or frustrated. The applicant must also be capable of working cooperatively with other agencies, including Dane County, utilities and law enforcement.

Special Requirements: Possession of (or eligibility for) a valid Wisconsin Class A CDL; Possession of (or eligibility for) a Wisconsin class G and D water operator license. Must be available nights and weekends during snow and other emergencies and within 30 minutes of town. Possession of (or eligibility for) a Wisconsin pesticide applicator license. Pre-employment drug screening is required. Please provide a copy of your Wisconsin driving record.

Note: the essential elements of this position include, but are not limited to, the requirements stated in the Dictionary of Occupational Titles at position 899.684.014, Highway Maintenance Worker and position 87711 on the Occupational Information network.