

Town of Ridgeville – Job Position Description

Title of Position: Full-Time Road Maintenance Patrolman

Immediate Supervisor: The Chair of the Town of Ridgeville

Brief Description of Position: This position primarily involves the maintenance and improvement of the roads with the Town of Ridgeville. The employee is expected to service the roads with appropriate maintenance practices. The employee must exercise independent judgment and perform tasks in the absence of supervision. The employee is expected to perform the duties in a professional manner. As an employee of the Town, the employee is expected to be courteous at all times and represent the Town in a professional and positive manner. The position also includes overseeing the part-time road crew employee.

Essential Functions of the Job

Ability to perform heavy manual labor.

Ability to service and make repairs and adjustments to equipment.

Sufficient communication skills to be able to write, read, and speak in English and correctly interpret written information, policies, and rules.

Must possess a valid Wisconsin Commercial Drivers License.

Available nights, holidays, and weekends during snow, ice and/or wind storms, and other emergencies.

Ability to bend and to lift moderately heavy (50 pounds) objects on a regular basis of two hours per day and heavier objects on an occasional basis.

Ability to set and stand for up to eight consecutive hours per work shift with periodic breaks.

A demonstrated acceptable driving record.

Ability to operate equipment including grader, truck, loader, tractor mower, chipper, chain saw, and similar equipment.

Duties of the Position

Coordinate the activities of other part-time road crew workers.

Insure that adequate shop materials, supplies and equipment are available as needed and maintained.

Maintain Town roads, patch holes, and service roads with appropriate maintenance practices.

Maintain culverts and ditches.

Check and replace or repair damaged and/or missing road signs.

Plow snow, apply ice control material.

Maintain shoulders, mow grass, cut brush, clean trash, trim or remove trees and any related task involved in road maintenance.

Duties of Position Continued

Work with contractors as necessary when a contractor is hired for a Town job.

See that equipment is serviced with fuel, oil, water, and lubricants, and perform minor to moderate repairs to tools and equipment. Order and secure required materials and parts for equipment maintenance.

Post seasonal weight limits on Town Roads when necessary.

Collection of garbage and recycling to transfer to county landfill on scheduled days.

Attend monthly Town Board meetings.

Perform other duties as necessary and as requested such as maintaining Town buildings and grounds, etc.

Take responsibility for implementing and following Town policies such as personnel safety, lockout/tag out, etc.

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 intermediate size motorized construction and maintenance equipment, chain saws, and similar tools and equipment.

It is preferable that the employee/applicant be a resident of the Town.