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TOWN OF OSCEOLA

Polk County, Wisconsin

Position Description

Position Title: Part Time Road Maintenance Worker

Date Revised: October 10, 2017

Objective: To assist Public Works Supervisor with daily tasks on a part time basis.

Reports to: Public Works Supervisor

Job Classification: Part Time Hourly

Wage Range: Depending on qualifications and experience

Working Hours: Provides assistance with Public Works duties and requirements in an on call, as needed, basis.

Position Duties:

1. Perform general maintenance and improvements to Town roads. The following is a partial list of maintenance duties.
 - a. Snow plowing and salt/sand application
 - b. Grading of gravel roads and maintenance of shoulders
 - c. Patching and minor rebuilding.
 - d. Roadside brush and grass mowing.
 - e. Tree trimming and removal to maintain clear zones and proper sight distances
 - f. Controlling soil erosion on Town roads and property and maintain proper drainage.
 - g. Pick-up large items discarded into the right-of-way and dispose of properly
2. Install and maintain signage throughout the Town. Types of signs include regulatory, advisory, street, stop and informational.
3. Keep vehicle parking garage and cold storage areas neat and clean.
4. Install/remove docks, inspect and maintain public beaches and lake access areas including picnic tables.
5. Communicate with Town Board, employees and residents in a friendly and courteous manner.
6. Respond to any calls for assistance from the Polk County Sheriff's Department, Fire Department or Highway Department regardless of time of day.
7. Install traffic counters on town roads to establish average daily traffic count and record information to be used in planning future road projects.
8. Work with Adopt-A-Town-Road Program.

The above statements are essential functions of this position and are intended to describe the general nature and level of the work performed by employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

Knowledge & Skills

Education: High school diploma or GED equivalent.

Experience: Related experience operating heavy equipment.

Driver's License: Possesses and maintains a valid CDL.

Abilities and Skills: Must be proficient operating heavy equipment in a safe manner. Equipment used by the Town includes road grader, backhoe/loader, mowing tractor, and dump/plow truck. In addition to heavy equipment, proper operation of chainsaw and other small tools is required. Must be self-motivated to complete assigned and routine tasks independently and on time. The ability to assess situations is necessary. The position requires performing many physical tasks of varying degrees of difficulty.

Safety Skills:

1. Shop Safety – Ask for assistance when performing hazardous and/or difficult tasks.
2. Work Zone Safety – Signage, visibility, protection from inattentive drivers.
4. Direct traffic past work zones or incorporate a flag person/s to alleviate traffic congestion and provide a courteous and safe flow of traffic past the work area.
5. Be aware of the fact that with equipment running, you cannot hear traffic coming, therefore you must look both directions for oncoming vehicles when in a work zone or before exiting a work zone or before leaving the protected area of a vehicle or piece of equipment.
6. Mine Safety & Health Administration (MSHA) training is required.