

Town of Cassian Job Description

Job Title: Highway Maintenance Worker, Part-Time
Department: Highway
Reports To: Lead Town Crew worker and Town Board

SUMMARY: Performs a variety of semiskilled tasks in the maintenance and repair of town roads, right-of-way, facilities, and equipment. Standard procedures are followed and work is inspected by the lead worker and/or Town Chairperson and Town Supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned.)

Patrols assigned sections of town roads maintaining road surfaces through patching, paving, picking up debris and trash, and sweeping.

Maintains shoulders of town roads by trimming trees, mowing grass, and cutting brush.

Plows snow, sands, and salts town roads.

Assists in erecting and maintaining signs and guardrails on town roads.

Performs routine maintenance on equipment used.

Maintenance of town buildings and property.

Any other duty as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of road work maintenance, repair, tools, and equipment.

Ability to perform routine mechanical maintenance functions and welding knowledge a plus.

Good far, near, and night vision.

Good hearing and perception of sound.

Ability to work under extreme hot, cold, and wet conditions.

Ability to operate hand tools, front end loader, road grater, snow plow, small gas powered equipment, trucks, and automobiles.

Must be knowledgeable of and follow all safety precautions.

Ability to prepare and maintain accurate and complete records and reports/basic computer knowledge.

Ability to work independently and as part of a team. To respond to residents in a respectful, appropriate manner.

Ability to lift 60 plus pounds.

Hours: Work hours will be determined on staffing needs. The Lead of the Town Crew, will schedule hours when deemed appropriate, Some hours may be on a call in basis.

EDUCATION and/or EXPERIENCE:
High School degree.

LANGUAGE SKILLS:
Ability to communicate both orally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Wisconsin Driver's License.

CDL License with Class B, with Air Brake Endorsement mandatory at time of hire.
C, and D, a plus.