

## **HIGHWAY SUPERINTENDENT/GENERAL MAINTENANCE**

**General Statement of Duties:** Performance in a variety of tasks involving construction, maintenance and repairs to the Municipal town roads, streets, equipment, facilities and general building maintenance. Assignments are outlined by the Town Board Chairman and Supervisors who will delegate duties and inspect the progress of work completed, in conformance with established standards and specifications, safety and economy of operations.

**Job Description:** Employee performs manual tasks in the maintenance, construction and repair of town roads, streets and right-of-ways. Employee may operate a truck, street sweeper, plow, heavy equipment, hand tools, motorized equipment, mowers, tractors and other equipment. Employee in this position is expected to exercise judgment in work methods and planning detail. Employee will clearly communicate with all town officials, vendors, other governing agencies and the public. Employee represents the Town of Quincy in a professional manner.

**Responsibilities:** The following duties are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

- Drive trucks, haul & stockpile dirt, gravel & salt, blacktop and fill for road and street construction repairs
- Patch roads and streets with hot and cold blacktop mix, resurface roads, grading roads, rolling roads, graveling roads
- Check Culverts and shoulders/Beaver Dam removal
- Erect road signs in accordance with state requirements, install & repair, make new signs as necessary
- Operate power equipment including attachments, maintain & repair equipment in good operating condition
- Perform carpentry and masonry work in constructing and repairing streets, roads, sidewalks, curbs, catch basins and manholes
- Plow snow/contracted driveways/remove snow/grading, salt and sand town roads, as well as municipal parking lots/Transfer Site for safe travel
- Pick up trash/debris and remove leaves in timely manner
- Perform shop work, welding and carpentry work on town property
- Mowing, brushing and clearing of right of ways
- Operate chain saw and remove/haul trees, brush and stumps
- Respond to phone calls or messages related to highway issues in timely manner
- Erect and remove barricades and snow fencing as required
- Town Hall repairs, maintenance, snow shoveling/plowing, salt application around entrances, maintenance of cemetery grounds (including grave digging)
- Organize yearly budget within highway department
- Review monthly vendor invoices, fuel receipts and code proper budget numbers
- May supervise temporary employees
- May do required work with Fire Department if needed and approved by Town Chairman
- Other duties as assigned by Town Chairman or Town Board

## **Qualifications:**

- Knowledge of general maintenance, construction, tools and equipment
- Knowledge of the occupational hazards involved and the safety precautions necessary in performing maintenance, construction and repairs work
- Knowledge of the methods, materials and tools of street and road maintenance repair
- Knowledge of highway department operating budget and ability to maintain throughout the year
- Knowledge of WisDOT programs related to highway reporting
- Ability to perform the specialized semi-skilled maintenance and repair
- Ability to perform strenuous work, including heavy lifting
- Anticipate on call and respond to weather emergency events requiring road maintenance under adverse weather conditions
- Ability to operate heavy constructions and related equipment
- Ability to carry out oral and written instructions
- Ability to use phone, computer and email
- Ability to use electronic device and ability to search for information related to town matters (this may include Building Inspector info, Planning & Zoning and other land records)
- Possession of a valid Wisconsin CDL driver's license
- Participation required in random drug and alcohol testing
- Willing to work outside of normal schedule in emergency situations
- Ability to perform work outdoors under all weather conditions