

## TOWN OF FOREST, VERNON COUNTY

### TOWN PATROL WORKER

#### POSITION SUMMARY

This is a semi-skilled position working in the Town of Forest out of a designated shop. Employee is assigned to patrol the town roads and perform damage repairs, clean-up and snowplowing and other road work duties. Employee uses independent judgement and often works alone.

#### ESSENTIAL DUTIES/RESPONSIBILITIES

This position description has been prepared to assist in evaluating duties, responsibility, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Town Board has the right to assign, direct and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Operates motor grader, dump truck with plow, wing, and sander, operates loader and wheel tractor for mowing.
- Performs road patching and road maintenance, plows snow, picks up trash and debris along roadside and other debris on or along the road.
- Operates and maintain standard highway equipment.
- Repairs/replaces guard rails and signs.
- Receives complaints and requests from the public in the township.
- Keeps records of work performed.
- Maintains availability and accessibility by phone for part time workers during snowstorms or when other road damage occurs
- Repairs to highways and roads; places gravel on roadways and shoulders as needed
- Mows and clears brush from road right-of-ways, cleans culverts and ditches.
- Uses various equipment such and hand and power tools, chainsaws, shovels, pick, hammer, and brooms.
- Consults with Town Chairperson regarding vehicle/equipment maintenance and repairs.
- Performs a variety of semi-skilled highway maintenance duties.

#### RELATED JOB FUNCTIONS

- Responsible for working safely and following safety practices and standards.
- Responsible for reporting and/or correcting any existing or potential safety or accident hazards.
- Uses breathing apparatus, gloves, hearing and eye protection, as necessary.
- Establish and maintain effective working relationship with Town Board, Co-workers, and others.
- Attend staff meetings and training sessions.
- Responsible for advising Town Board if valid driver's license and good driving record are not maintained.
- Performs road patching and road maintenance
- Performs related work as required or directed.

## PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

Approximately 50% of the time, work is performed driving the dump truck; the other 50% is spend performing other duties, such as patching, shoveling, operating motor grader, tractor mower, loader/backhoe using loader, etc., which involves lifting, bending, carrying, walking, climbing on uneven terrain. Work is performed in all types of weather, including rain, show and extreme cold and heat; dramatic shifts in temperature and noise, vibration and mechanical hazards are factors. Uses various equipment such as hand and power tools, chainsaws, shovels, pick, hammer, and brooms. Lifts and carries various debris such as chunks of concrete, fallen tree limbs, etc. Requires near and far vision for driving vehicles, inspecting roads and operating equipment. Reads and writes instructions and records. Communicates with the public.

## REQUIREMENTS OF WORK

- Considerable knowledge of road system in township.
- Able to work independently.
- Working knowledge of methods, materials and equipment used in highway and road construction and maintenance.
- Ability to work under varying climatic conditions.
- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments.
- Ability to use a variety of highway construction and maintenance equipment proficiently and safely.
- Ability to understand and follow oral and written instructions, responds to simple requests from others and accepts constructive criticism.
- Ability to operate equipment on unlevel surfaces (4-1 slopes)
- Must possess valid Commercial Driver's License – Class AB minimum
- Must possess physical condition, agility, and ability to perform essential job functions in varied working conditions
- Dependable and reliable
- Ability to work with the general public, contractors, and Town Board.
- Ability to add and subtract, multiply and divide.
- Ability to respond quickly in emergency situations during storms.
- Must maintain ability to pass drug and alcohol testing requirements.

## EDUCATION AND TRAINING REQUIREMENTS

High school diploma or equivalency. Requires knowledge of road grading/snow plowing, road construction, light/heavy equipment operation and manual labor. Will be responsible for operating dump truck with plow, wing and sander, loader and wheel tractor for mowing and road patching and maintenance operations. Requires good driving record, current valid Wisconsin Commercial driver's license with air brakes.

Approved by:

TOWN OF FOREST

Chairperson \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor \_\_\_\_\_