

Town of Round Lake Position Description

Title: Road Maintenance Worker

Department: Highway

Supervisor: Town Board Chairman, and/ or Town Board Supervisor.

Purpose of Position

The purpose of this position is to perform general highway maintenance.

Duties and Responsibilities

The following duties are normal for this 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 supervisor has the right to assign, direct, and modify duties and responsibilities listed and duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Operates highway department trucks and a variety of other equipment.
- Performs winter maintenance activities including plowing, salting/ sanding.
- Responsible for daily maintenance of equipment.
- Performs general highway maintenance and related activities including patching, sign repair, hauling, mowing, brushing, sweeping, clearing culverts, grading, litter pick-up, etc.
- Responds to emergency situations, high water, blocked roads, washouts, snowstorms, etc.
- Assist in maintenance of Town buildings, and set up for Elections.
- Other Road related duties as assigned.

Knowledge, Skills, and Abilities

Physical Requirements & Skills

- Ability to operate dump truck with Plow.
- Ability to operate a variety of heavy equipment including a loader, grader, tractor-mower, etc.
- Ability to operate a variety of road maintenance tools and equipment including a chain saw, chipper, steamer, backpack blower etc.
- Ability to exert heavy physical effort in moderate to heavy work, including climbing and balancing. Ability to lift and carry, push and pull. Ability to stoop, kneel, crouch, and crawl.

Language Ability and Interpersonal Communication

- Ability to compare, count, differentiate, and sort data and information.
- Ability to explain, demonstrate, and clarify to others within well established policies, procedures, and standards as well as the ability to follow specific instructions and respond to simple requests.
- Ability to utilize descriptive data and information, such as time sheets, equipment manuals, policy and procedure manuals, etc.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to apply situational reasoning ability by exercising judgement, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.

Environmental Adaptability

- Ability to work under uncomfortable conditions in regard to environmental factors such as temperature variation (extreme heat and cold), odors, noise, vibrations, wetness, and dust.

Qualifications

High school graduate with one to two years truck driving and maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must have a Commercial Driver's License (CDL) class B with air brake endorsement.

Employee Signature

date

Highway Commissioner

date