

# Town of Gordon Highway I

The position of Highway I is responsible for maintaining safe travel conditions on assigned town roads and maintaining the equipment used. This position also performs maintenance on Town equipment, buildings, and grounds, including parks while meeting departmental safety policies and procedures.

## **SCHEDULE**

Days: Monday - Friday

Work Hours: 7:00 a.m. - 3:30 p.m.

Summer Hours: 10-hour Shifts (4 days)

Position FTE: 1.00 full-time, hourly non-exempt

Work long hours, including evenings, weekends and holidays as needed. Work overtime as required

**Essential Duties and Responsibilities:** *This job description reflects Town of Gordon Board assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. You represent the Town of Gordon and are to protect/serve the safety of its citizens.*

**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.*

*Remove snow and de-ice assigned highways.*

*Maintain Town roads.*

*Install and remove snow fencing. Monitoring Gates and Fixing issues*

*Mark curbs and culverts.*

*Patrol for down or missing signs.*

*Chip seal and crack fill roads.*

*Patch holes in pavement.*

*Repair shoulders with gravel.*

*Clean drainage structures.*

*Trim trees and brush from roadsides. Mow shoulder grass and weeds.*

*Replace and repair Town road signage and support Town road marking (painting).*

*Report new driveways placed or utility work being conducted on road right-of-way.*

*Operate equipment including forklifts, wheel loaders, graders, and other equipment.*

*Conduct preventative maintenance checks and services on a broad range of equipment.*

*Maintain and install snowplows, snow wings and sanders.*

*Maintain mowing tractors and mowers.*

*Seasonal activities including crack filling, shouldering, culvert replacement, blow-up repair, concrete repair, black topping, brine production, flagging traffic and setting up lane closures.*

*Demonstrate a commitment to the Town of Gordon safety and risk management efforts.*

**Education and/or Experience:** High school diploma or equivalent competencies, and two to three years of relevant prior experience. Desired experience in operating heavy equipment such as single and tandem axle trucks, front-end loaders, dozers, motor graders and mowers /boom.

**Certificates, Licenses, Registrations and Other Special Requirements:**

Valid Wisconsin Driver's License -  
Employees hired with a Class B CDL are required.  
Good driving record for past 4 years.  
Heavy equipment operator's license preferred.  
Must wear steel toe safety shoes.

**Knowledge, Skills & Abilities:**

Ability to drive a 41,100# GVW truck with manual transmission.  
Ability to operate a tractor for roadside mowing and to perform other roadside maintenance, as well as maintenance on Town equipment, buildings and grounds.  
Knowledge of road construction and maintenance.  
Knowledge of traffic laws, ordinances and regulations governing equipment operation.  
Knowledge of driver preventative maintenance of equipment (i.e. truck, tractor, end-loader, backhoe, grader).  
Knowledge of occupational hazards involved and precautions necessary for safe operation of motor-driven equipment, including operation over rough, slippery, icy or unstable conditions.  
Ability to understand, remember and follow oral and written instructions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes, or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; and extreme heat. The noise level in the work environment is usually loud.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.