

Town of North Bend, Jackson County, Wisconsin
Town Patrolman

DISTINGUISHING FEATURES OF WORK

This is a semi-skilled position working in the Town of North Bend Maintenance Shop. Employee shares responsibility with other Town employees to patrol Town roads, performs maintenance and repairs of roads and equipment, keeps detailed records of such work, handles solid waste and recycling materials, maintains Town property and other duties as assigned to promote the general health, safety and welfare of the Town of North Bend. Employee uses independent judgment and often works alone.

ESSENTIAL JOB FUNCTIONS

- Operates dump truck with plow wing and sander, operates loader and wheel tractor for mowing.
- Operates road grader, tractor with boom mower, lawn mower and other maintenance equipment.
- 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 performs maintenance of standard highway equipment and maintains records of such.
- Cleans ditches and culverts, frequently with hand tools. Fills gravel on roadways.
- Mows grass, shovels snow, hauls debris, rakes, prunes shrubs and trees, and cuts weeds and brush using hand tools and chainsaws.
- Paints buildings, guardrails and posts.
- Loads and unloads fencing, erects and removes snow fences, highway guardrails and signs.
- Operates a variety of machines, tools and equipment; performs preventive maintenance to equipment, including refueling.
- Cleans workspace, grounds and other assigned areas.
- Coordinates with others (employees, contractors and volunteers) on larger tasks. Receives complaints and requests from the public.
- Keeps records of work performed and time involved in performing the work.
- Maintains availability and accessibility by phone outside regular working hours for emergency work during snowstorms or when other road damage/emergencies occur affecting Township roads or travel.
- Works safely and follows safety practices and standards of the Town and regulating agencies; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Employee is expected to report to work when scheduled.

This is a public service position, and the employee is required to be courteous, cooperative and respectful at all times with the public and clients. Also establishes and maintains a courteous, cooperative and respectful working relationship with other employees, supervisors, and public officials.

Physical Demands: Approximately 50% of the time, work is performed driving the dump truck or other motorized equipment; other 50% is spent performing other duties, such as, patching, shoveling, operating tractor, using the loader, etc., which involves lifting, bending, carrying, walking, and climbing on uneven terrain. Work is performed in all types of weather, including rain, snow, and extreme cold and heat; dramatic shifts in temperature and noise, vibrations and mechanical hazards are factors. Uses various equipment such as hand and power tools, chainsaws, shovels, picks, hammers and brooms. Lifts and carries various debris such as chunks of concrete, fallen tree limbs, etc. Steel tip boots and other protective items are worn. Other than steel tip boots, protective equipment is provided. Requires near and far vision for driving vehicles and other tasks, inspecting road and operating equipment. Reads and writes instructions and maintains records of equipment and roads. Maintains road sign records. Communicates with the public.

Assists other Town staff as required.

This job description is not intended to encompass every job duty or responsibility, but is only illustrative. This position is required to perform other duties as may be assigned or required.

REQUIREMENTS OF WORK

- Working knowledge of methods, materials and equipment used in highway construction and maintenance.
- General knowledge and experience in snow plowing, sanding, mowing, patching and road maintenance operations.
- Considerable knowledge of road system in assigned section.
- Ability to follow oral and written instructions.
- Ability to work in varying climatic conditions.
- Ability to use a variety of highway construction and maintenance equipment proficiently and safely.
- Mechanical aptitude.
- Ability to work with the general public.
- Ability to keep records and make reports of time and activities.
- Ability to work without direct supervision when necessary.
- Have basic computer use aptitude.

TRAINING AND EXPERIENCE REQUIREMENTS

Requires high school graduation or equivalency. Requires previous experience operating dump truck with plow, wing and sander or similar commercial vehicle, loader and wheel tractor for mowing. Strong preference for individuals with this type of experience working for a township or other municipality. Also requires experience performing road grading/snow plowing, road construction, light/heavy equipment operation and manual labor. Must be available for overtime work, and have good driving record. At the time of hire, must have valid Wisconsin Drivers License, must have a valid Commercial Drivers License, and obtain air brake endorsement within 30 days. Must live within a 30 minute response time in normal driving conditions of the Town Shop.