

Town of Fond du Lac Job Opportunity

Position of Road Supervisor/Working Foreman/ Equipment Maintenance
Reports to Current Town Chairperson

Synopsis: This full-time position involves the general maintenance of Town roads, ditches, parks and cemeteries. In addition to the general maintenance of Town equipment, buildings, and properties.

Essential performance abilities and requirements:

Must be able to:

- a. operate air brake enabled trucks, tractor of various sized horsepower, lawn mowers and general automotive vehicles.
- b. access, input, and retrieve information from a computer.
- c. communicate effectively through written and verbal means.
- d. work closely with coworkers, contractors, Town Officials fostering a positive and productive work environment.
- e. possess a high degree of sound, independent judgment to make decisions regarding how, and when, to perform all tasks and respond to emergencies.
- f. be able to be on call during designated times for emergencies or other unforeseen situations, including weekends.
- g. establish or maintain residency within reasonable driving distance to be able to quickly respond to Township issues and potential emergencies.
- h. must display positive public relations with Town residents and the general public.
- i. Plan daily work activities in an orderly, productive manner and maintain an accurate log of same activities on a time sheet. Submit all time sheets and any outside supplier billing to the Town Clerk in a timely manner.

Essential physical demands:

- a. Driving – upwards of 8 hours of extended driving
- b. Lifting - frequent lifting up to 80 pounds.
- c. Climbing/Balancing - raise and climb ladders, stand on rough and uneven ground while operating equipment, climb steps and stairs, have normal balancing ability.
- d. Stooping/Bending – frequent
- e. Sitting/Standing - Sitting on moving machinery while operating on rough terrain, sitting at a desk, and standing for extended periods of time.
- f. Walking/Pushing - frequent walking and pushing equipment.
- g. Reaching - frequent overhead and horizontal reaching
- h. Dexterity/Coordination - uses tools and equipment requiring a moderate to high degree of manual dexterity and hand-eye coordination.

Environmental conditions:

- a. Inside/Outside - Work is performed outside in various elements, the municipal garage and in the Town office. The work also includes exposure to confined spaces, such as manholes, wet conditions, and trenches.
- b. Temperature/Illumination - The work is routinely performed in all types of weather, day or night.
- c. Noise/Vibration - Work is performed in a place, on machinery, or with equipment that is moderately or very noisy. Some machinery and equipment cause vibrations.
- d. Hazards - Work exposure to machinery with accessible moving parts, unhealthy or unclean conditions, dust dirt, oil, grease, paints, solvents, and chemicals.

General responsibilities:

The duties and responsibilities of the Road Supervisor/Working Foreman/ Equipment Maintenance are listed below. Other duties and responsibilities may be assigned as required.

- a. Maintain and repair Town roads streets, stormwater sewers, and ditches. Patches pavement with bituminous mix and dumps spreads and tamps asphalt. Maintains gravel roads and shoulders. Sprays weeds, cuts brush and trees and cleans culverts along roadsides and right-of-ways. Inspects for broken or exploded pavement, broken road markers, road signs, fire numbers and guard rails.
- b. Maintain and repair Town buildings and property.
- c. Maintain the grounds of Town parks and cemeteries. Mows grass and weeds along roadsides in the Township.
- d. Maintain equipment and report any equipment failure to the current Town Chairperson. Perform the routine maintenance of equipment and vehicles including changing oil, oil filter and greasing. Order parts as necessary.
- e. Operate Town's hand tools, power tools and machinery. Working knowledge of established methods, practices, materials and tools and equipment used in the maintenance and repair of roads.
- f. Remove snow and ice from streets and sidewalks, and repair Town streets and sidewalks.
- g. Work harmoniously with the Town residents, the Town board, its committees, consulting engineers, architects, and contractors.
- h. Keep abreast of current developments in the field by attending approved seminars and meetings, as well as reviewing appropriate technical journals.
- i. Follow safety requirements and attend safety trainings as necessary.

Education, experience, training, and licenses:

The following are required:

- a. A high school diploma or G.E.D.
- b. A valid Wisconsin Commercial Drivers License with Class B endorsement or obtain one within 6 months.
- c. Mechanical training or experience with hand and power tools and machinery.
- d. Drug free
- e. Trustworthy

The following are desirable:

- a. Technical school or college diploma.
- b. Administrative capabilities.
- c. Experience with operating and maintaining municipal snowplow trucks, tractors and mowers.

A valid WI CDL driver's license with a good driving record is required. Qualified individual must be capable of manual labor and occasional heavy lifting. Overtime hours are required during seasonal and emergency situations. Pay is based on experience. Benefits include paid holidays, paid vacation time and other negotiable fringe benefits. A drug test and physical must be passed prior to employment. Six month probationary period with evaluation at three and six months. Hourly wage paid twice monthly on the 5th and 20th of each month.

