

**Public Works Road Crewperson
TOWN OF PLEASANT SPRINGS**

The Town seeks a Public Works Road Crewperson. This is a full-time position, 40 hours per week. Additional hours may be required during inclement weather for the purpose of snow plowing and / or dependent on work load and weather conditions. Typical duties include the performance of physical labor in town facilities and parks areas, snow plowing, lawn mowing, tree/brush trimming and spraying, removing and replacing signs, painting, collecting refuse along roadways and in parks, flagging traffic, repairing damaged pavement, general maintenance, and other duties as assigned. Applicants must have a valid WI driver's license with a good driving record, a valid CDL or obtain CDL within 6 months, have the ability to lift 50 lbs. unassisted, and work independently. Drug testing will be required. Generally, there will be no approved time off during the winter snow plow months of Dec. 1 through April 1. The pay range for this position is \$24.00 to \$30.00 based on knowledge and experience. The Town of Pleasant Springs is an Equal Opportunity Employer. Benefits include paid vacation, sick leave, personal leave, paid holidays, Health Insurance, Wisconsin Retirement System /Department of Employee Trust Funds. Applications can be obtained from the Clerk/Treasurer's office. Office hours are-Monday-Tuesday 8 a.m.-4 p.m.; Thurs. 8 a.m.- 4:00 p.m. or contact the office at Pleasant Springs Town Hall, 2354 CTH N, Stoughton, WI 53589. Telephone: (608) 873-3063 E-mail: clerktreasurer@tn.pleasantsprings.wi.gov Applications can also be found on the Town's website at: tn.pleasantsprings.wi.gov

Applications must be received no later than Monday, Sept. 23, 2024

TOWN OF PLEASANT SPRINGS
PUBLIC WORKS ROAD CREWPERSON
DESCRIPTION-approved 3/5/2024 ; 8/20/2024

Job Summary

Serves under the supervision of the Town Board. Responsible for performing physical labor in the maintenance of Town facilities and park areas, including but not limited to: mowing, removing and replacing signs, collecting refuse, plowing snow, tree trimming and repairing damaged pavement. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned. Benefits include paid vacation, paid holidays, paid sick leave, health and dental insurance through the Department of Employee Trust Funds and retirement through the Wisconsin Retirement System.

Requirements

1. Must have a valid Wisconsin Class B Commercial Driver's License with air-brake endorsement.
2. Must have a good driving record history.
3. Have the ability to lift 50 lbs. unassisted and heavier loads with assistance.
4. Must have experience in the repair and maintenance of roads (e.g., use of loader, grader, dump truck, etc.)
5. Must have a high school diploma or equivalent.
6. Must have the ability to respond at any time to any situation in an appropriate manner to minimize damage to public health, safety, etc., including travel to and from the site or Town Hall in a personal vehicle.
7. Must communicate and work effectively with co-workers, vendors and the public.
8. Must have 2 years of relevant experience.
9. Must be able to work independently in a variety of situations.
10. Must perform work in accordance with OSHA safety requirements.
11. Must reside within 30 minutes of the Town Hall.
12. Be on call for 911 dispatch center 6 months out of year for weather related emergencies (immediate response required)
13. Must be able to independently make effective decisions and take appropriate action.
14. Must have the ability to use modern office equipment (e.g., computer, answering machine, etc.).
15. Time off will not be allowed during the winter snow plow months of Dec. 1 through April 1, unless approved by the Board.

Duties

1. Perform road maintenance by means of patching, shouldering and crack filling, installing and/or replacing road signing, road inspection, bridge repair, brush removal for visibility control and install and maintain culverts
2. Perform snow removal and ice control, which includes installing, maintaining and repairing of salting equipment and chains and the installation of snow fencing. Snow plow drivers will be on call 24/7.
3. Issue driveway/culvert permits and enforce related town ordinances.
4. Develop and oversee budget for Public Works department.
5. Attend workshops, ETN sessions and any other available educational and informational training classes.
6. Opportunities to keep abreast of mandated legislative changes and modern methods and practices.

7. Inform appropriate Town official of necessary changes needed for compliance and improvements.
8. Prepare a list of road repair projects to present to the Town Board for review prior to bidding for such work.
9. Attend Town Board meetings as requested and provide reports on an as needed basis.
10. Inform and update Town Board Supervisor assigned to Public Works on a regular basis and inform of matters needing special attention or action immediately.
11. Complete "Complaint or Request for Service" forms and return to the Clerk/Treasurer, on a monthly basis, for submission to the Town Board Supervisor assigned to Public Works
12. Review any request for special overweight permits during the time of weight limit posting.
13. Write and submit specifications for any new equipment to the Town Board for their approval before the Town advertises for bids on such equipment.
14. Monitor weather conditions in the winter and call in part-time personnel as necessary to clear roads of snow and ice.
15. Maintain records required by the State and apply for any appropriate grants.
16. Perform landscape repair and clean up, which includes weed spraying, mowing of roadsides, cemeteries, parks and ball diamonds.
17. Maintain in proper condition all equipment.
18. Set up the Town Hall for special meetings and elections.
19. Respond to any storm damage with proper equipment.
20. Maintain the Town facilities, which includes the grounds and exterior in a clean, neat and well-kept manner.
21. Maintain water softener, air conditioners, furnaces and all other building facilities on a regular basis.
22. Complete a monthly status report on projects completed the previous month, a schedule of projects for each future month on the office computer and submit the necessary report by the last Thursday of each month to office staff.
23. Maintain Public Works office hours.
24. Create and update electronic records regarding road maintenance, including road segments, type of repair, date completed, costs and contractor used.
25. Other miscellaneous duties as assigned by the Town Board.
26. Supervise seasonal help and oversee parks system.

Mathematical Ability

1. Ability to add, subtract, multiply, and divide and calculate decimals and percent.

Judgement and Situational Reasoning Ability

1. Ability to work independently and make appropriate decisions in prioritizing the workload.
2. Ability to exercise the judgement, decisiveness and creativity required in situations that may arise for the Town's roads and equipment.

Environmental Adaptability

1. Ability to work under all types of weather conditions.

The Town of Pleasant Springs is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature Date

Supervisor's Signature Date