

## **Oakland Town Road Crew – Job Description**

**Job Summary:** This Position is to serve as a working road crew person for the Town of Oakland carrying out variety of roadway and town maintenance related tasks. This position requires experience in roadway maintenance and repair, mechanical ability, recordkeeping and communication skills. This position is full-time, 40hrs per week, and requires a flexible schedule which may include nights weekends and holidays as needed when there is a possibility of severe, stormy or snowy weather. There will be a 6 month probationary period upon hiring. Employee must demonstrate his/her ability to perform the job, safely, effectively and within a timely manner within the 6-month period.

### **Essential Duties of the Job**

The Road Crew Members's duties shall include, but not be limited to, the following:

- Have excellent Safety skills and must follow all safety directions regarding proper safety procedures.
- Operating various types of vehicles and equipment performing road maintenance tasks such as: grading, ditching, mowing, snowplowing, sanding, etc.
- Preventative maintenance of vehicles and equipment such as: normal routine checks, oil changes, greasing, cutting edge changing and washing
- Perform shop work such as welding, torching & carpentry on town property
- Checking, cleaning and steaming culverts/ Beaver Dam removal
- Cleaning up garbage/debris from town roads & ditches
- Maintain, repair and/or replace town road signs
- General Maintenance and upkeep of all town buildings
- Operates a variety of hand tools such as shovels, rakes and chainsaws
- Cleans workspace grounds, and other assigned areas
- Perform light to heavy manual labor and able to lift up to at least 50 lbs
- Maintains availability and accessibility by phone outside regular working hours for emergency work during snowstorms, or when other road damage/emergencies occur affecting town roads or travel.
- This is a public service position, and the employee is required to be courteous, cooperative and respectful at all times.
- Must comply with drug testing requirements
- Ability to keep records and make reports of time and activities

## **Qualifications& Requirements**

1. Possess a high school diploma or GED
2. Possess strong safety skills
3. Possess a valid Wisconsin Class B commercial driver's license without restrictions.
4. Prior experience preferred operating dump trucks with plow and sander, graders and loaders. Strong preference with individuals with this type of experience working for a town or municipality.
5. Ability to perform routine service and maintenance of town vehicles and equipment
6. Ability to carry out oral or written instructions
7. Must have basic computer aptitude
8. Must submit to drug testing and occasional random drug testing.
9. Must submit to a background check.
10. Must submit to pre-employment screening which may include isokinetic testing and/or physical examination by a Doctor and or both.
11. Must submit references on the job application.