

# **Town of Silver Cliff**

## **Road Crew Person**

### **Job Description**

#### Job Summary

This position is to serve as a road crew person of the Town of Silver Cliff, carrying out a variety of road and town maintenance related tasks. This position requires experience in road maintenance and repair, mechanical ability, record keeping and communication skills. The position is fulltime, 40 hours a week, and requires a flexible schedule, which may include nights, weekends, and holidays, as well as over time.

#### Level of Responsibility

The Road Crew person works under direct supervision of the Road Foreman.

#### Major Duties

The road crew's duties shall include, but not limited to the following:

- Operating a dump truck in a wide variety of road maintenance tasks including grading roads, spreading sand and salt, plowing snow etc.
- Performing light to heavy manual labor as required
- Performing light maintenance on equipment, checking equipment to make sure all safety mechanisms are in proper operating condition
- Performing building and structure interior and exterior maintenance such as cleaning, painting and repairs of town buildings
- Operate and use a variety of hand and power tools
- Gathering materials and equipment required to complete jobs
- Operating equipment and or tools as needed to function with a job site work team or to otherwise complete daily work
- Participate in administrative requirements of road crew including daily time sheets
- Complying with all town personnel policies and state and federal regulations
- Following directions regarding proper safety procedures
- Complying with crew drug testing requirements
- Performing such other work as deemed necessary by road foreman or the town board
- Light building maintenance

#### Qualifications

The road crew person will have the following qualifications

- Possess at least a high school diploma or GED
- Commercial drivers license
- Posses public works or related construction work experience
- Experience driving trucks, plowing snow and operating heavy equipment

- Knowledge of safe gravel pit practices
- Ability to work without supervision including the ability to problem solve and make routine decisions concerning road and equipment maintenance
- Ability to perform routine service and maintenance of town equipment
- Ability to deal with the general public in a positive and civil manner
- Ability to communicate will, and to work well with others
- Ability to withstand exposure to varying weather conditions and exertion of significant physical effort

Term of Employment

The road crew person will be hired by the Town Board after successful completion of a drug test, interview(s) and reference checks. Terms of employment, compensation and benefits will be set up by the Town Board. Six month probationary period will be part of a condition of employment.

Compensation and Benefits

Salary and retirement, including vacation, holidays and sick will be negotiated with the Town Board annually and will be based on satisfactory job performance. The pay period is monthly at Town Board meetings.

Approved \_\_\_\_\_ 2015

\_\_\_\_\_ Chairman

\_\_\_\_\_ Supervisor

\_\_\_\_\_ Supervisor