

Road Superintendent Job Description

1. Maintain all town roads in a safe and passable condition
 - a. Inspect all roads weekly
 - b. Road sign maintenance and replacement as needed
 - c. Patch holes and seal and crack fill as needed
 - d. Plow and sand/salt roads as needed
 - e. Clear brush and trees from rights-of-way as needed
 - f. Inspect all bridges and culverts yearly
 - g. Prepare work statements for charge-back work, and submit them to the Town Treasurer
 - h. Turn in time cards for you and part-time employees
 - i. Inspect and issue driveway permits, including assigning the proper culvert size needed
 - j. Ensure that all safety standards and codes are met and maintained for the public roads of the Town required by Local, State, and Federal laws
 - k. Clean snow and ice from all sidewalks, and entrances of town hall
2. Operate all town equipment in a safe manner

Oversee that all part-time employees operate equipment in a safe manner
3. Maintain all Town Equipment in good running condition
 - a. Oil, filter, and lube as needed and keep maintenance records on all equipment
 - b. Repair what is repairable at town garage
 - c. Make arrangements to have repaired at dealer or local garage that which is not capable of being repaired in-house

4. Keep garage and town hall a neat, clean, and in an orderly fashion

Keep stock of needed parts, signs, posts, salt, sand, and fuel for the operation of the town

5. Inform the Town Chairperson of:

- a. Any immediate problems that the Road Superintendent cannot resolve
- b. Days off or sick
- c. Accidents
 - i. Report and fill out proper paper work to the town clerk
- d. Road closure or detours
 - i. Report to Sheriff's Department, Ambulance, and Fire Department

6. Attend monthly Town Meeting and report on work that is completed and what is upcoming

7. Attend educational seminars and meetings as necessary and approved by the board

8. Do road inspection yearly with the Town Board

Make 5-year plan on road improvements and update yearly

9. Be contact and inspector for contractors bidding or doing work for the town

10. Qualifications:

- a. Education and/or Experience:
 - i. High School diploma
 - ii. Technical School Training
 - iii. Hold a valid CDL drivers license and will be part of a random drug and alcohol screening group
 - iv. Experience in heavy equipment operation
 - v. Experience in repair of mechanical equipment

- vi. Welding experience
- vii. Any equivalent combination of relevant education and experience
- viii. Hold an applicator license for applying chemicals for weed control

b. Residency:

While not required to live within the Town of Mishicot, the employee must live within a 15-minute driving distance of the town shop

c. Optional Community Involvement:

- i. Live within the township
- ii. Become involved with the Ambulance Service and Fire Department

11. Environmental Conditions and Demands

- a. While performing the duties of this job, the employee is frequently required to walk, sit, stand, talk, hear, and move quickly to respond to needs of the task. The job requires the use of hands, fingers, and feet to handle, feel, and control heavy equipment.
- b. The employee must occasionally lift and/or move up to 100 pounds and occasionally lift and/or move 50 pounds to a height of 5 feet. Specific vision abilities required by this job include close vision and the ability to adjust focus.

12. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to cold, wet, and/or humid conditions, fumes, or airborne particles and toxic chemicals. The employee is occasionally exposed to the risk of electrical shock.

13. Work Parameters:

- a. This position must follow standing routines, schedules and town procedures. Incumbent must be able to work independently a

majority of the time, taking command and giving orders as needed, and to work cooperatively with Town Board, public, and part-time employees. Personal initiative is also necessary in identifying both problems and solutions in the township.

14. Drug-free workplace:

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment with the Town of Mishicot.

Receipt of Job Description for Road Superintendent:

- a. Employee Name: _____
- b. Employee Signature: _____
- c. Date: _____
- d. Witness: _____