

Town of Black Earth
Dane County

Job Description for Town of Black Earth Patrolman

Position performs general construction and maintenance work on roadways and road rights-of-way and maintenance of highway equipment and buildings.

SALARY:

- Negotiable, plus benefits (see below)
- Probationary period of 6 months

ESSENTIAL FUNCTIONS:

- Performs manual labor tasks such as shoveling, lifting, or sweeping associated with highway maintenance and construction work.
- Mows grass using various tractor mowers.
- Cleans brush, using hand tools, brush saws, chain saws, chipper and boom mower.
- Plows, sands, and salts assigned roadways as necessary to keep them safe for travel.
- Repairs bridges, removes downed trees, and patches roads.
- Assists with the installation and maintenance of pipes and culverts.
- Cleans up refuse and trash along the roadside.
- Installation and maintenance of highway signage.
- Performs routine maintenance such as greasing, changing oil, and regular thorough cleaning on trucks, tractor, and other equipment.
- Handle obtaining repairs and services for road equipment such as trucks, plows, tractor, and other equipment, such as saws and power tools.
- Maintains cleanliness of the shop and working order of shop equipment.
- Performs other duties as assigned or directed.
- Keeping records of activities.
- Supervising and directing part-time personnel, if necessary.

WORK ENVIRONMENT:

- Most work is performed outdoors under all weather conditions.
- Physical effort involved in lifting to 75 pounds, twisting, and bending is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability and skill to operate a standard town truck alone and in combination with a snowplow, wing, and spreader safely and properly.
- Ability to read, understand and follow oral and written instructions in English.
- Ability to work independently without continuous supervision.
- Physical ability to perform heavy manual labor and heavy lifting.

- Ability to work the allocated hours of the position and significant overtime as requested.
- Ability to establish and maintain satisfactory working relationships with other employees, supervisors, and the public.
- Ability to prepare required records and reports, including maintaining supply inventory.

REQUIRED QUALIFICATIONS:

- Ability to pass a criminal background check, pre-employment physical, and drug screen.
- Must be willing to work significant overtime as requested, especially during the snow season.
- Must be willing to be called in on short notice, including nights, holidays, and weekends.
- High school diploma or its equivalent (GED).
- Commercial Driver's License with necessary endorsements, or ability to obtain a CDL.
- Residency must be within a 30-minute response time by automobile to the Town of Black Earth Town Garage.

DESIRED QUALIFICATIONS:

- A self-motivated, problem-solving attitude.
- Experience or training in the use of various road equipment.
- Experience in the repair of trucks, tractors, power equipment, and tools.

BENEFITS:

- Benefit package includes Wisconsin Retirement System and vacation.