

# HIGHWAY DEPARTMENT MAINTENANCE WORKER

## TOWN OF LINN, WI

The Town of Linn is accepting applications for a maintenance worker in the Highway Department. This position will be seasonal, 40 hours per week with the opportunity to advance to a full time employee with benefits subject to performance. Duties include but are not limited to, maintenance and repair of roadways, tree work which includes trimming and removals, vehicles, equipment, drainage systems, snow and ice control and have the ability to operate light/heavy duty vehicles and equipment. Must be willing to learn new tasks, work well as a team member and individually. Candidate must be willing to work outdoors in all types of weather and conditions, complete tasks involving heavy lifting and physical labor.

### **Position Summary.**

The position is under the direct supervision of the Highway Superintendent or a designee assigned by the Highway Chairman and performs the duties assigned which include but are not limited to maintaining the municipal streets, parkways, right of ways, traffic control, storm sewer and drainage systems. In addition, operate safely all equipment used in the maintenance and construction of responsibilities, advise necessary personnel on maintenance of said equipment attend training and safety seminars when appropriate and conduct emergency operations when needed. The regular hours of work are 7:00 a.m. to 3:30 p.m. Monday through Friday but situations will arise from time to time which will require after hours and weekends due to emergencies.

### **Job Duties.**

The duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

- A. Perform tasks that come under the Highway Department jurisdiction relating to the maintenance and repair of the Town's infrastructure.
- B. Remains attentive to highway related problems observed while driving in the Town or at a work site and brings problems to the attention of a supervisor.
- C. Operate all equipment, tools and vehicles commonly used to conduct departmental duties.
- D. Perform snowplowing, ice control and other emergency duties, such as disaster services, flooding, etc.

E. Perform tree trimming operations, pavement repairs, drainage system and storm sewer troubleshooting and repairs, landscape restoration, street sign installation and other departmental functions.

F. Prepare reports and maintain records of supplies and equipment.

G. Handle and maintain working knowledge of some hazardous chemicals and materials typically used in conjunction with departmental duties.

H. Work in confined spaces and potentially hazardous areas, while maintaining a level of safety that adheres to current regulations.

I. Maintain and promote to the public a high level of professionalism.

J. Maintain and promote within the department a TEAM atmosphere.

K. Monitor streets for debris, dead animals and other traffic hazards.

L. Maintain road right-of-ways, including mowing, guardrail maintenance, weed-eating and spray work.

M. Maintain Town vehicles and equipment.

N. Attending seminars relating to job.

### **Qualifications.**

Education – High school diploma or equivalent. Two years experience in street construction or maintenance, landscaping or forestry, building and grounds maintenance, or heavy equipment operation or vehicle maintenance.

Requirements – Possession of a valid Class “B” CDL drivers license. Working knowledge of safety, operational and maintenance procedures. Understanding to be “on call” at all times, unless prior arrangements are made, and the hours can be long and tedious. Make simple reports, update and maintain records. Read and understand simple blueprints. Expect a variety of tasks and responsibilities. Ability to work independently or with others to complete daily activities according to the work schedule. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions. Ability to communicate orally and in writing. Ability to use equipment and tools properly and safely. Ability to understand, follow and transmit written and oral instructions. Ability to establish working relationships with fellow employees, supervisor and the public. Applicants must be at least 18 years of age to be considered for a Highway department position.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk and use hands and fingers to handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, and crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies from quiet to moderately light. The duties listed above are intended only as illustrations of the various types of work and responsibilities that may be performed or assigned to this employee.

### **Salary**

\$16-\$17/hour. This position will be seasonal, 40 hours per week. Employee could have the opportunity for salary increase and advancement to full time employee with benefits subject to performance.

Submit resume detailing work experience to:

Matt Wittum  
Highway Superintendent  
Town of Linn  
262.275.6300 ext. 17  
linnhighway@townoflinn.com  
W3728 Franklin Walsh St.  
P.O. Box 130  
Zenda, WI 53195