

TOWN OF TROY

PART TIME PUBLIC WORKS PATROLPERSON/MECHANIC

JOB DESCRIPTION

PURPOSE OF THE POSITION:

The purpose of this position is to perform physical labor in the maintenance and improvements to Town roads, right-of-way, parks, buildings and other property.

Key responsibilities include plowing snow, minor road maintenance, chipping brush and maintenance of Town property among other duties. Candidate will be required to work a minimum of four hours a day Monday-Friday. Days and hours will vary during snow plow season. The person in this position must be willing to be on call after work hours, including evenings, weekends and holidays. Starting hourly wage will depend on qualifications and experience of individual hired. If WRS requirements are met after the first year, candidate will participate in the Wisconsin Retirement System.

ESSENTIAL RESPONSIBILITIES:

The following duties and responsibilities are those which shall normally be performed by an individual holding this position and those which are essential to this position. These are not to be construed as exclusive or inclusive. Other duties may be required and assigned at the sole discretion of the DPW Supervisor

- Plowing snow.
- Ability to provide general maintenance to Public Works Department vehicles, including lubricating, changing tires, changing fluids, hoses, belts, fans and other routine maintenance tasks.
- Maintaining Public Works Department vehicles and equipment with average knowledge.
- Mowing.
- Chipping brush.
- Repairing pavement.
- Cleaning and maintaining Town buildings.
- Maintaining road signs.
- Removing garbage from Town right-of-way.
- Responding to calls from the 911 center relating to road hazards.
- Attending safety/educational seminars as directed.
- Change oil and grease all Fire Department Vehicles.
- Other duties may be assigned at the sole discretion of the DPW Supervisor.

KNOWLEDGE OF:

- Basic methods, materials and equipment used in the maintenance and repair of asphalt, concrete and gravel roads.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- Methods, techniques, materials, and equipment used in Public Works maintenance, repair and construction projects.
- Welding techniques and practices, ability to repair hydraulic and electrical components, and knowledge of diesel and gasoline engine systems and repairs.

- Hydraulic, electronics, pumps, plumbing, and general maintenance of equipment and vehicles.
- Basic traffic laws and violations as they apply to motorized construction, maintenance equipment and overall safety.
- Occupational hazards, safety equipment, and the standard working practices associated with public works.

ABILITY TO:

- Maintain a valid Wisconsin Driver's license with applicable CDL endorsements.
- Operate a variety of road maintenance/repair equipment and motor vehicles.
- Operate heavy equipment.
- Frequently push, pull, lift and carry objects weighing up to 25 and occasionally up to 100 pounds.
- Operate a variety of mechanics and carpentry tools, and equipment, including power tools.
- Use and interpret road construction terminology.
- Communicate effectively with Town personnel and Board members, the general public, and others verbally and in writing.
- Effectively follow verbal and/or written instructions, policies rules and regulations.
- Set priorities and meet deadlines.
- Operate general office equipment such as computer, copy machine, calculator, radio, telephone, fax, etc.

WORK ENVIRONMENT AND WORKING CONDITIONS:

- Work is generally performed in a vehicle and shop environment with varying noise levels.
- Work is frequently performed outdoors under exposure to variations in temperature, precipitation and exposure to machinery and vibration.

DESIRED QUALIFICATIONS:

- Graduation from high school or GED; and
- Three (3) years related experience in Public Works and the operations and equipment used in this type of work; or
- Any equivalent combination of training and experience which provides the desired knowledge, skills and abilities.
- Possession of a Commercial Driver's License (CDL) or the ability to obtain one within one month of starting employment.

NOTE: This position is subject to a pre-employment drug test and random testing in compliance with the Town of Troy Substance Abuse Policy and the Federal Department of Transportation and Highway Administration's drug and alcohol testing regulations contained in Title 49 CFR.

The Town of Troy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, creed, sex, marital status, sexual orientation, national origin, age, disability, genetics, or any other legally protected status. In addition to federal law requirements, the Town of Troy complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.