

TOWN of SARATOGA

PUBLIC WORKS EMPLOYEE

PURPOSE OF POSITION

The position reports to the Town Board and is responsible for a variety of day-to-day, unskilled and semi-skilled work associated with the Public Works Department. To include, but not limited to the operation and maintenance of Town-owned facilities, streets and roads, construction, operation, repair maintenance, and replacement activities. It shall also involve the operation of a variety of different vehicles, machinery, and equipment.

The position requires a high degree of independent judgment, with the ability to routinely make decisions regarding priorities. The person hired for this position must be willing to be on call after regular work hours, including evenings, weekends and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

Other duties may be required and assigned.

- Assures that all annual routine tasks are assigned and completed when required.
- Address citizen inquiries or complaints relating to Public Works services and refers comments and requests for service to supervisor for action.
- Assist Department with emergency work operations such as snow and ice control, brush and tree removal, flooding and drainage problems.
- Under Road Manager direction apply posts for dangerous conditions on Town roads as soon as possible with appropriate signs until conditions are corrected. Contact emergency personnel about the road closure.
- Alternate on call weeks with other Public work employee.
- Participates in highway maintenance workshops and seminars.
- Operates a variety of Town trucks, machinery and equipment, including chippers, tractors, loaders, mowers, trimmers, pumps, air compressors, jackhammers, chain saws, and related small engine equipment.
- Mow and trim grass, weed control, rake and collect leaves, trim trees and shrubs on Town's public property.
- Maintains Town owned and leased buildings, grounds and parking lots as instructed by Road Maintenance Lead.
- Ensures the proper maintenance of vehicles, equipment and tools by cleaning and checking them after use.
- Have the ability to be certified and maintain certifications on Town equipment.
- Maintain records on vehicles and equipment within the Town.

- Maintains a clean and orderly Public Works facility.
- Performs other related duties as required.
- Performs all work in a safe manner.

REQUIRED KNOWLEDGE and / or ABILITIES

- Methods, techniques, materials, and equipment used in Public Works maintenance, repair and construction projects.
- Understand occupational hazards, safety equipment and the standard working practices associated with Public Works functions.
- General maintenance of equipment and vehicles.
- Basic knowledge of traffic laws and regulations as they apply to motorized construction and maintenance equipment and safety.
- Maintain a valid Wisconsin Commercial Driver's License with applicable Class B CDL endorsements, with no restrictions (within 90 days of hire).
- Establish and maintain effective working relationships with those contacted in the course of work.
- Be courteous to others at all times, including residents, businesses and staff.
- Maintain satisfactory attendance and punctuality.
- Know how to operate power and hand tools.
- Frequently lift up to 50 pounds and occasionally lift up to 100 pounds.
- Effectively follow verbal and/or written instructions, policies, rules and regulations.
- Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
- Be able to perform work low to ground frequently (i.e. perform maintenance under equipment).
- Set priorities in order to meet deadlines.

PREFERRED KNOWLEDGE and / or ABILITIES

- General knowledge of hydraulics, electronics, plumbing, and maintenance of equipment and safety.
- Ability to learn and apply pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- Ability to attend monthly Town meetings, public presentations, and other functions at the request of the Road Manager or Town Board.
- WISLR program (Wisconsin Information System for Local Roads)
- 3-Years of Road Maintenance experience
- 3-Years of Equipment operating experience

QUALIFICATIONS

- Graduation from high school or GED

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

NOTE: This position description has been prepared to assist in defining job responsibilities. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any Town Supervisor to assign, direct, and control the work of employees under supervision. The Town retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Resumes may be mailed to 1120 State Hwy 73 South, Wisconsin Rapids WI 54494 or dropped off at the Town of Saratoga office.

All resumes must be received by 5:00 p.m. September 15th, 2026