

TOWN OF ROCK CREEK

Maintenance Supervisor Job Description Part time or full time (to be determined)

Purpose of position

Perform general road maintenance and related activities, including driving tandem, tri & quad axle trucks.

Essential Duties and Responsibilities

The following duties are normal for this position. They are not exclusive or all-inclusive. Other duties may be required and assigned.

- Performs general road maintenance and related activities including patching holes, repairing signs, clearing brush, hauling materials, flagging traffic, sweeping intersections, sealing road cracks, clearing culverts, removing dead animals, picking up litter, etc.
- Plows snow, salts roads, installs snow fences
- Responds to emergency situations, high water, blocked roads, fallen trees, washouts, snowstorms, etc. as required
- Maintains town equipment within ability
- Custodial and building maintenance duties at town hall and shop
- Animal control within town

Minimum Training and Experience Required

- High school graduate with one or two years heavy equipment operation experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must have commercial driver's license (CDL) or be willing to obtain within 45 days. The town will cost share instruction and initial license fees.

Physical and Mental Abilities Required

Language Ability and Interpersonal Communication

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Able to compare, count, differentiate, measure and/or sort data and information.
- Ability to understand, explain, and clarify to others established policies, procedures and standards. Be able to follow specific instructions and respond to simple requests.
- Ability to use descriptive data and information, such as time cards, hazardous materials manuals, material usage reports, etc.

Mathematical Ability

- Ability to add, subtract, multiply, and divide

Judgment and Situational Reasoning

- Ability to make decisions in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to exercise judgment, decisiveness and creativity.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, including highway maintenance and heavy equipment.
- Able to coordinate eyes, hands, feet and limbs in performing highly skilled movements.
- Able to exert moderately heavy physical stress in moderately heavy work, including stooping, kneeling, crouching, and crawling. Ability to handle, finger and feel; lift, carry, push and pull; climb and balance.

Environmental Adaptability

- Able to work in mildly unsafe and uncomfortable conditions, in regard to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness and/or dust.

Drug and Alcohol Testing

- An initial drug and alcohol test required at hiring.
- Occasional random drug and alcohol test may be required during employment

The Town of Rock Creek is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please contact one of the following board members by February 23, 2023 at 5:00PM to apply:

Harry Warden, Chairman

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Steve Dahl, Supervisor

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Rachel Kummer, Supervisor

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Mondovi, WI 54755

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