

Town of Chilton application for the position of:  
**Town Road Maintenance  
Worker -Parttime**

An Equal Opportunity Employer

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**SALARY:** \$21.25 Hourly

**OPENING DATE:** Open

**CLOSING DATE:** - Continuous

**DESCRIPTION:**

NOTE: This is a part-time casual position, to be utilized only as necessary for winter and summer operations.

Under supervision performs winter operations of snow and ice removal by plowing and apply salt. Summer activities include: assist with culvert replacement, ditch cleaning, minor road repairs, and grass cutting.

**EXAMPLES OF DUTIES:**

Primary duty is to perform snow and ice removal by plowing and applying salt.  
Performs highway maintenance tasks and repair work.  
Performs some mechanical work and routine maintenance and minor equipment repair on equipment and vehicles involved in the performance of the above duties.  
Performs maintenance and custodial duties in and around the shops and offices.  
Subject to call at all times for winter snow and ice removal, and other emergency and non-emergency situations.  
Maintains records and makes reports as required.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

**TYPICAL QUALIFICATIONS:**

High school diploma or general education degree (GED). Some experience operating heavy vehicles and power tools; some experience performing manual outdoor maintenance tasks; or equivalent combination of education and experience.

**SUPPLEMENTAL INFORMATION:**

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, public, and other employees of the Town.  
Ability to use tact and diplomacy when dealing with co-workers, Town officials and county officers, and general public.

Ability to read gauges and dials.

### **Mathematical Skills**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to work semi-independently making sound decisions using good judgment.

### **Computer Skills**

To perform this job successfully, an individual should have the ability to operate or learn to operate a computer and computerized controls.

### **Certificates, Licenses, Registrations**

Possession of a valid Wisconsin driver's license. CDL endorsements a plus.

### **Other Skills and Abilities**

Ability to operate, or learn to operate such equipment as large trucks, snow plows and sanders, sweepers, loaders, other related maintenance equipment and a variety hand and power tools.

Ability to learn and perform all aspects of Town maintenance work and Town operations; and knowledge of and demonstrated ability to conform to goals, policies, procedures, and appropriate safety regulations of the Town.

Good knowledge of traffic laws, ordinances, and regulations involving highway equipment operation.

Ability to perform heavy manual work in all types of weather conditions and ability to service and make minor mechanical repairs/adjustments and routine preventative maintenance to equipment.

Ability to organize and maintain accurate and complete records and reports.

Ability to work effectively and cooperatively with co-workers and supervisors.

Demonstrated reliability in attendance and flexibility to work long hours, especially in adverse weather conditions.

**Physical Demands** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 stand; walk; sit; frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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.*

While performing the duties, nearly 100% of work activity is performed out of doors. Employee is subject to cold, heat, wet, dust, noise, moving mechanical parts.

The noise level in the work environment is usually moderate.

An Equal Opportunity Employer

Town of Chilton is committed to providing equal employment to all qualified individuals without regard to age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation, or use or non-use of lawful products off the employer's premises during working hours or any other area of discrimination prohibited by state and federal law. This commitment applies to all employment practices including, but not limited to: job classifications, hiring, firing, promotions, demotions, wages, benefits and training.

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For more information regarding these positions, please contact:  
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Chilton, WI 53014  
920-849-4720

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