

# TOWN OF COTTAGE GROVE

## JOB POSITION DESCRIPTION

**TITLE OF POSITION:** PUBLIC WORKS EMPLOYEE

**IMMEDIATE SUPERVISOR:** HIGHWAY SUPERINTENDENT

**BRIEF DESCRIPTION OF POSITION:** This position involves the maintenance and improvement of the roads, parks, and other Town owned property and facilities within the Town of Cottage Grove. The employee must sometimes exercise independent judgment and perform tasks in the absence of supervision. As an employee of the Town, the employee is expected to be courteous at all times and represent the Town in a professional and positive manner.

### **ESSENTIAL RESPONSIBILITIES:**

The following duties and responsibilities are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. This is not an employment contract.

- Proper and safe operation of equipment including trucks and apparatus, mowers, tractor, loader, grader, chipper, chain saw, and all other Town equipment in performing a variety of tasks.
- Ability to service and make repairs and adjustments to equipment.
- Perform emergency and maintenance work operations such as: snow and ice removal, street sanding, street cleaning, weed control, grading, shoulder maintenance, brush and tree trimming or removal, street signs, and road side mowing.
- Assist with maintenance of Town property, park grounds, and facilities.
- Demonstrate and maintain good communication skills at all times and perform assigned duties in a professional manner.
- Available nights, holidays, and weekends during snow, ice and/or wind storms, and other emergencies.
- Maintain all required licenses.
- Adhere to all provisions of the Town of Cottage Grove Personnel Policies and Procedures Manual, which may be amended by the Town Board from time to time.

### **TRAINING/EXPERIENCE REQUIRED:**

- **This position requires a valid Wisconsin Commercial Driver's License (CDL).**
- High School Diploma or equivalent with one or two years of heavy equipment operating experience, or any combination of education and experience that provided equivalent knowledge, skills and abilities.
- A demonstrated acceptable driving record.
- Knowledge of traffic laws and regulations as they apply to motorized construction and maintenance equipment.
- Ability to work as a member of a team.

**PHYSICAL REQUIREMENTS:**

- Ability to perform heavy manual labor.
- Ability to bend and to lift moderately heavy (50 pound) objects on a regular basis of two hours per day and heavier (100 pound) objects on an occasional basis.
- Ability to sit and stand up for eight consecutive hours per work shift with periodic breaks.
- Ability to work effectively outdoors under exposure to variations in temperature, precipitation, and frequent exposure to machinery noise and vibration.

**NORMAL HOURS OF WORK AND PAY**

- Normal work hours: 7 a.m. to 3:30 p.m., Monday through Friday.
- One half hour unpaid lunch break.
- Two 15-minute breaks per day, one in the morning and one in the afternoon.
- Rate of pay determined by the Town Board.
- Overtime to be paid in the pay period earned.
- Completed time cards will be given to Supervisor.
- Paychecks issued biweekly on Friday.

**EMERGENCY WORK HOURS:** Snow and ice or debris removal may necessitate a change in the normal work hours. The employee must be available nights, holidays, and weekends during snow, ice and/or wind storms, and other emergencies.

**INTRODUCTORY PERIOD:** Six months of satisfactory service.

**BENEFITS** will be provided according to the Town of Cottage Grove Personnel Policies and Procedures Manual, which may be amended by the Town Board from time to time.

**NOTES:**

- **This position is subject to a pre-employment physical and drug test, and random testing in compliance with the Town of Cottage Grove Drug and Alcohol Abuse and Testing Policy, and the Federal Department of Transportation and Highway Administration's drug and alcohol testing regulations contained in Title 49 CFR.**
- **Applicants will be subject to a criminal back-ground check.**