**TITLE OF POSITION**: Assistant Highway Patrolman

**WORK UNIT**: Town of Medina

Town Garage/Roads

**IMMEDIATE SUPERVISOR**: Highway Patrolman

Town Chairman, Town Supervisor

**POSITION IN BRIEF:** This position involves supervision and maintenance of the Town roads of the Town of Medina. The Assistant Highway Patrolman is under the supervision of the Highway Patrolman. The Assistant Highway Patrolman is expected to patrol Town roads and service the roads with appropriate maintenance practices. The Assistant Highway Patrolman must exercise independent judgment and perform tasks in the absence of supervision. The employee is expected to perform job functions in a professional and work-like manner. As an employee of Town government the employee is expected to be courteous at all times and have the ability to work effectively in a culturally diverse work group and community.

SECTION A

ESSENTIAL KNOWLEDGE, SKILLS

AND JOB-RELATED EXPERIENCE REQUIRED

One year experience in highway maintenance and construction work preferred, which includes operating intermediate size motorized equipment. An equivalent of training and experience may be considered.

Performs all work according to established procedures and safety practices.

Knowledge of methods, materials and equipment used in the maintenance and repair of asphalt, concrete and gravel roads and highways.

Knowledge of traffic laws and regulations as they apply to motorized construction and maintenance equipment.

Knowledge and ability to operate intermediate size motorized construction and maintenance equipment.

Knowledge and ability to operate pavement breakers, chain saws, lifts and similar tools and equipment.

Ability to perform heavy manual labor.

Ability to service and make minor repairs and adjustments to equipment.

Ability to work in and with a diverse work group.

Knowledge of Town and County Ordinances to recognize any obvious violations that may occur throughout the township.

Knowledge of State /County/ Township signage requirements.

SECTION B

SPECIAL QUALIFICATIONS REQUIRED OR DESIRED

A valid Wisconsin Commercial Drivers License.

Must be available nights, holidays and weekends during snow, ice and/or wind storms and other emergencies.

Availability for response to emergencies or other issues requiring immediate attentions may require living within ten miles of the Town. The Town may require wearing a pager for emergency contact.

Must be available to assume temporary responsibility of Highway Patrolman’s position in the event of the absence of the Highway Patrolman.

SECTIONS C

ESSENTIAL FUNCTIONS

Maintain Town roads, patch holes, seal cracks, and service roads with appropriate maintenance practices.

Maintain bridges, culverts and ditches.

Inspect and replace broken or missing highway signs according to the Manual of Uniform Traffic Control Devices.

Plow snow, apply ice control material.

Maintain shoulders, cut grass, cut brush, clean trash, trim or remove trees and any related task involved in road maintenance. (Roadsides should be mowed twice per year once before July once to prevent weeds from seeding and once in the Fall to clear shoulders for Winter snows.)

Operate equipment including grader, truck, loader, tractor mower, and similar equipment of comparable size and complexity.

Safely use chain saws, tar kettle, air compressor and related highway items.

Ability to work with contractor and crew. When a contractor is hired for a job and Town equipment or personnel are needed the highway personnel shall be available at the contractor’s hours whenever needed.

Ensure that equipment is serviced with fuel, oil, water and lubricants, also perform minor repairs to tools and equipment.

Post dangerous conditions as soon as possible with appropriate signs until conditions are corrected. If a road is to be closed for any reason, the fire department, sheriff, EMS and schools are to notified.

Maintain the Town Garage and Town Hall in a clean manner including the grounds.

Post seasonal weight limits on Town Roads when necessary.

Performs other duties, which are similar, related or incidental to this position.

SECTION D

ADDITIONAL FUNCTIONS

Participate in Highway Maintenance Workshops and Seminars sponsored by the UW Extension and/or Dane County Highway Department or other courses, or seminars approved by the Town Board.

Maintain a log of conditions in times of emergencies, hazardous highway conditions, problems, accidents, etc.

Report any irregularities and unusual incidents to the Patrolman.

Maintain a record of the Town’s roads and equipment. Road records should include years of black topping, seal coating, etc. Equipment maintenance records include repairs and major improvements.

Basic computer skills or willingness to learn.

SECTION E

PHYSICAL REQUIREMENTS IN PERFORMING TASKS LISTED

The performance of routine tasks requires a capacity to intermittently sit, stand, walk, bend and lift moderately heavy (50-100 pounds) objects.

SECTION F

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED

Sometimes tasks will require early starting times and long hours (snow plowing). Work is often performed outdoors in extreme cold or heat.

SECTION G

ABSENCES AND RESIGNATIONS

Employee shall notify the Town Board of any planned absence two weeks in advance.

Resignations shall be submitted in writing to the Town Board at least two weeks in advance of last working day.

The last working day may be modified at the Town Board’s discretion.