**TITLE OF POSITION**: Highway Patrolman

**WORK UNIT**: Town of Medina

 Town Garage/Roads

**IMMEDIATE SUPERVISOR**: Town Chairman

 Town Supervisors

**POSITION IN BRIEF:** This position requires a self-motivated individual who will supervise and maintain the Town roads of the Town of Medina. The Highway Patrolman is expected to patrol Town roads and service the roads with appropriate maintenance practices. The 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

Three-years of experience in highway maintenance and/or 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

A valid Wisconsin Commercial Drivers License

Must be available nights, holidays and weekends during snow, ice and/or windstorms 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.

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 and 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 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.

Shall keep a REASONABLE documented inventory of general garage supplies, tools and equipment. Expenditures of more than $500 must be approved by the Town Board. General supplies include lubricant, conditioners, paint, signs, filters and basic parts for repairs. If in question regarding the purchase of an item or in an emergency, contact the Town Operations Supervisor for approval.

Prepare documentation and reports as required by the Town Board.

Maintain a necessary supply of fuel and ice control (sand and salt). These two items are exempt from Board approval.

Post dangerous conditions as soon as possible with appropriate signs until conditions are corrected. Notification should be made to a member of the Town Board of any potentially dangerous conditions which may exist throughout the Township. If a road is to be closed for any reason, Dane County Dispatch, Marshall Public School’s bus service and a member of the Town Board are to be notified.

Maintain the Town Garage and Town Hall in a clean manner including the grounds and any other properties owned by the Town.

Perform maintenance on Town Buildings as needed or notify the Board of any building maintenance needed that will require assistance of an outside contractor.

Post seasonal weight limits on Town Roads when necessary.

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

Supervise and properly train Assistant/On-Call Personnel to safely perform all duties required by the Town.

Conduct an annual performance review of Assistant/On-Call Personnel.

Supervise any other additional help as needed on an emergency basis.

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.

Attend Monthly Board meetings to report on Town roads, equipment and related items. Highway Patrolman will be paid for 1.5 hours time to attend the meeting. This time can be extended, if necessary by the Board. The agenda should be arranged to accommodate the 1.5 hours reporting time. If the Highway Patrolman is unable to attend the monthly meeting a written report can be submitted to the Town Board for review prior to the meeting or a verbal report may be given to the Supervisor in charge of Operations to relay to the Town Board.

Train Assistant Patrolman to perform Highway Patrolman’s duties in the event of an absence.

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

Report any irregularities and unusual incidents to the Supervisor in charge of Operations or the Town Chairman.

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.

Aid the Town Board in long range plans for maintenance and upgrading of town roads and for future equipment needs

Prepare estimates of future expenses for budget considerations.

Prepare reports as requested by the Town Board.

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.

 SECTION H.

OTHER POSITIONS AN EMPLOYEE IN THIS POSITION MAY BE EXPECTED TO ROUTINELY SUPERVISE

Assistant Highway Patrolman

Any other additional help as needed on any emergency basis.