

## **TOWN OF ALBION**

### **LEAD PUBLIC WORKS POSITION**

#### **JOB DESCRIPTION**

##### **Job Summary**

Serve under the supervision of the Town Board. This position includes supervisory, administrative and professional work including planning, budgeting, organization and directing the operations of the Town and employees within the Department. This position requires regularly working along with employees to complete the day-to-day activities of the department.

This person must be self-motivated and possess good communication skills, have the ability to work outdoors in all weather conditions, use a high degree of independent judgement with the ability to make appropriate decisions regarding priorities and operations. This position is on call 24 hours/day for snow removal and emergency responses. The position requires attendance at daytime and evening meetings as necessary.

##### **Responsibilities**

1. Employees
  - a. Lead and direct all work activities to ensure department tasks are completed in a timely, professional manner.
  - b. Provide orientation and training for new employees as well as ongoing safety practices and work procedure training.
  - c. Ensure all department equipment is operated in a safe, efficient and productive manner.
  - d. Monitor winter weather and notify personnel as necessary to clear roads of snow and/or ice.
  - e. Direct and participate in snow removal and ice control operations including installing, maintaining and repair of salting equipment and tire chains.
  - f. Direct and participate in maintaining safe road right-of-way by cutting brush, trees, and mowing roadsides.

##### **Administrative/Management Responsibilities**

1. Prepare all necessary correspondence, memorandum, reports, process improvements, recommendations and corrective actions necessary as required.
  - a. Prepare and submit PASER pavement rating report.
  - b. Prepare and submit yearly Local Road Certification report.
  - c. Assist in preparation of any local road improvement grants.
  - d. Prepare and submit all County Bridge Aid petitions that are appropriate and qualified.
  - e. Prepare and submit Municipal Agreement to purchase sodium chloride on WisDOT Bid by deadline (March or April)
2. Evaluate and issue access/culvert permits.
3. Respond to issues and complaints from residents, Clerk, and/or Board Members.

4. Assist with preparing budget annually including department recommendations for purchases and expenditures assigned to each department line item.
5. Recommend priorities and manage road maintenance, repairs and replacement. Coordinate design, bidding and construction.
6. Coordinate and oversee work performed by contractors to ensure quality and specifications are being met.
7. Monitor road signs and direct or participate in replacement as necessary.
8. Review all bridge inspections to get maintenance recommendations and determine needs and to ensure all bridges are in safe condition. Also, to determine if any bridges are deteriorated and eligible to apply for replacement through the WisDOT Local Bridge Program.
9. Review and monitor condition of all Town facilities and equipment for potential maintenance or future replacement needs.
10. Maintain salt shed inventory records and have available for inspection if requested.
11. Direct and/or coordinate preventative and routine maintenance as well as repairs.
12. Recommend replacement of fleet vehicles and associated equipment at appropriate times. Prepare quotes as necessary for budget purposes.
13. Attend workshops and other educational and informational opportunities to keep abreast of mandated legislative changes as well as current methods and practices.
14. Identify and prioritize culverts to be repaired/replaced, and/or ditches to be excavated to improve drainage.
15. Identify and prioritize brush and/or trees to be cut back or removed to maintain visibility and safety.

### **Public Works Duties and Responsibilities**

1. Perform snow removal and ice control when and as often as necessary.
2. Perform ongoing road maintenance such as patching, shouldering, grading gravel roads, installing and/or replacing road signs, road inspection, etc.
3. Service, repair and adjust equipment as needed.
4. Drive and operate equipment including trucks and apparatus, mowers, tractors, loaders, graders, wood chippers, chainsaws and all other Town equipment in accordance with department quality standards and safety procedures.
5. Perform landscape repair and clean up, which includes weed spraying, mowing of roadsides, out lots, cemetery and ball diamond.
6. Empty all park trash and recyclable containers at minimum weekly. Monitor events to see if more frequent removal is required.
7. Perform R-O-W maintenance including cutting brush, trimming and/or removal of trees.
8. Staff the Town of Albion Collection site for brush and yard waste as required.

### **Requirements/Qualifications**

1. Requires a valid Wisconsin Class B Commercial Drivers License with air-brake endorsement.
2. Requires a good driving record.
3. Must have a high school diploma or equivalent.
4. Must have experience in repair and maintenance of roads (use a loader, grader, dump truck, etc.)
5. Requires a minimum of 1 year experience operating heavy equipment.

6. Five (5) years of progressively responsible experience within a municipal public works or closely related field.
7. Required to be available for Dane County 9-1-1 calls for weather related emergencies (immediate response required.)
8. Must be able to respond at any time to any situation in an appropriate manner and with proper equipment as necessary.
9. Must reside within 30 minutes of the Town Garage.
10. Knowledge of methods, materials, equipment and procedures used for road construction, pavement maintenance, sign management and MUTCD, and right-of-way management.
11. Must be able to work independently in a variety of situations.
12. Ability to maintain regular attendance and work extra hours as required.
13. Ability to communicate and work effectively with co-workers, vendors and the public.
14. Ability to effectively supervise, assign and monitor work, train and evaluate staff.
15. Proficient in the use of Microsoft Office products including Excel and Word.

### **Requirements/Physical**

1. Ability to perform heavy manual labor.
2. Ability to sit, stand, walk, kneel, crouch, squat, push, pull and lift up to 100 lbs.
3. Ability to work effectively under exposure to variations in temperature, precipitation and all-weather elements and frequent exposure to machinery noise and vibration, and exposure to chemical, mechanical hazards, electrical hazards and traffic hazards.
4. Ability to walk and stand on various types of slippery and uneven surfaces.
5. This position is subject to pre-employment as well as random drug/alcohol testing.

The above is intended to describe the general content of the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Other duties may be required and/or assigned. This is not an employment contract.