

**Town of Rib Mountain  
Position Description  
Modification Date: October 14, 2020**

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**Title:** Seasonal Trail and Sidewalk Maintenance      **Department:** Public Works  
**Reports To:** Street & Park Superintendent      **Pay:** \$13.00 2020, \$15.00 2021

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**Purpose of the Position**

Work involves responsibility for the safe and efficient operation of light, medium and heavy construction equipment or comparable automotive equipment. Work is performed in accordance with instructions and accepted trade practices. The seasonal Trail and Sidewalk Maintenance position is part-time, as needed basis, and is expected to vary operating techniques in response to conditions.

**Supervision**

Work is performed under the direction of the Street & Park Superintendent or Public Works Foreman

**Essential Functions of the Job**

May include, but are not limited to, the following:

1. Responsible for the safe and efficient operation of light, medium and heavy equipment such as snow blowers, excavators, end loaders, back hoe, automotive snow plow, sand/salt spreaders and other heavy equipment as related to Public Works snow removal maintenance. Work is performed during and outside of the normal work hour/workweek.
2. Perform manual maintenance tasks, including hand shoveling of snow, sand, and other materials
3. Performs snow removal on sidewalks, trails, parking lots, ice rinks, and other municipal facilities
4. Perform routine servicing and light maintenance of equipment.
5. Performs all duties in conformance to Town policies as described in the employee handbook and adherence to state and federal safety policies and standards.
6. Employee relations: Foster a productive and collaborative work environment by coordinating work efforts with other Town departments and employees.
7. Special projects as assigned.

**Knowledge, Skills and Abilities**

1. Knowledge of safe and efficient operation of conventional and specialized large and small vehicles and construction equipment typically used in a Public Works Department.
2. Knowledge of the capabilities, limitations, and hazards involved in the operation of equipment.
3. Ability to interact with the public and respond to information requests, concerns and complaints.
4. Knowledge of, or ability to learn, the geography of assigned work area.
5. Ability to follow written and oral instructions.
6. Ability to cooperate and communicate with other members of the Public Works Department, Town Board, and public.
7. Ability to conduct manual labor.

8. Ability to follow directions and complete work and establish priorities.
9. Ability to interpret a map.
10. High school graduation and one (1) year experience in the operation of light to heavy trucks and related equipment plus one (1) year experience in snow removal or related work.
11. Availability to be on 24 hour call to respond to emergencies. Must be able to report to job within a reasonable time in such instances.
12. Possession of a valid Wisconsin motor vehicle operator license.

**Physical Requirements and Work Environment:**

Frequently required to stand, sit, talk and hear. The employee must routinely lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to work under moderately safe and uncomfortable conditions where exposure to environmental factors such as noise, machinery, and where there is a risk of injury. Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Will be exposed to inclement weather conditions.