

Position Opening
Highway Worker
Town of Washington

The Town of Washington is accepting applications for employment for a full-time Highway Worker.

The Highway Worker participates in activities associated with road maintenance and improvement projects for the Town of Washington. Duties and responsibilities include: responding to emergency calls at any time including weekends, evenings and holidays; safely and proficiently operating various types of heavy and light equipment; performing preventive maintenance in accordance with prescribed methods, and completing accurate preventive maintenance records in neat, clear and concise manner; performing all forms of highway maintenance including snowplowing, road improvement and repair work; performing manual heavy work; operating technical and mechanical equipment as listed in the Town of Washington Highway Worker Position Description; carrying out all duties deemed essential for executing the operations of the Town of Washington Highway Crew.

Qualified candidates must possess a high school diploma or GED certificate, a valid Class B Wisconsin Commercial Driver's License (CDL), safe driving record, and successfully complete a background check and drug test. Welding experience a plus.

Compensation and Benefits: will be determined based upon qualifications and work experience. Benefits include paid holidays and paid time off, Wisconsin Retirement System, and health and life insurance.

Application and position description is available on the town website at <https://www.town-of-washington.org/> under News and Notices. Application and position description is also available from the town clerk at 715-479-8886 or via email to clerk.townofwashington@gmail.com.

Town of Washington is an equal opportunity employer.



Town of Washington

Vilas County, Wisconsin

Employment Application

The Town of Washington is an Equal Opportunity Employer

Applicant Information

Name: _____
Last First M.I.

Street Address: _____ Apartment/Unit# _____

City _____ State _____ ZIP _____

Phone: _____ Email _____

Position Applied for: _____ Do you consent to required background check and drug test? YES NO

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Do you have a valid WI driver's license YES NO Do you have a valid CDL license? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO

College: _____ Address: _____

From: _____ To: _____ Degree: _____

List additional educational training, certifications or skills: _____

Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

Professional References

Full Name: _____ Employment Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Employment Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Employment Relationship: _____

Company: _____ Phone: _____

Address: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

TOWN OF WASHINGTON HIGHWAY WORKER

Position Description 08/2013

Purpose of Position

Under the supervision of the Town of Washington Foreman and the Town Chairman, the Highway Worker participates in activities associated with road maintenance and road improvement projects

Essential Duties and Responsibilities

1. Responds to emergency calls at anytime, including weekends, evenings and holidays.
2. Operates with proficiency various types of heavy and light equipment.
3. Performs preventative maintenance in accordance with prescribed methods.
4. Assists with equipment maintenance including, but not limited to, greasing, oil changes, regular thorough washing and cleaning, minor repairs, mounting and dismounting of equipment attachments, changing plow and wing blades.
5. Completes accurate operational and preventative maintenance records in a neat, clear, and concise manner.
6. Performs related highway work, including labor and semi-skilled assignments.
7. Consults with Foreman to obtain project or procedure changes.
8. Performs duties as assigned, including, but not limited to, snowplowing and various road improvement/repair work.
9. Performs heavy manual work.
10. Operates technical equipment, measuring devices including measuring tape, and mobile radio. Highway equipment includes but is not necessarily limited to the following: trucks, pickup through tri-axle diesels, snowplows, patrol wings, material spreaders, self-contained air compressor with attachments, tractor with commercial mowing attachments, brush chipper, tar kettle with attachments, skid steer loader, and small hand tools such as chainsaws, brush saws, shovel, pick, ace, and weed eaters.
11. All other duties as deemed necessary for carrying out the operations of the Town of Washington Highway Crew.

Certificates, Licenses, Registrations

Possession of valid Class B Wisconsin Commercial Driver's License upon hire with attainment of a Class A license with N and Air Brake Endorsements within six (6) months of hire date. An applicant's driving record for the five (5) years prior to date of hire will be reviewed. A revocation, suspension, or the accumulation of six (6) or more demerit point in that period may be grounds for disqualification.

Language Skills

Ability to establish and maintain effective working and public relations; ability to read, write, understand, follow and issue oral and written instructions; and the ability to keep neat, clear and accurate records.

Mathematical Skills

Ability to calculate figures and amounts such as proportions and percentages. Ability to apply concepts such as fractions, percentages, and ratios to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

Physical Demands

Over 50% of the work is spent sitting, hearing, using far vision, and low handling. A lesser amount of time (35%) is spent standing, walking, feeling, talking, using near vision, low lifting up to 50 lbs., low pushing/pulling, and medium handling. Stopping, kneeling, crouching, climbing (using legs and feet), reaching, balancing, bending/twisting, medium/high lifting up to 100 lbs., low/medium carrying, medium pushing/pulling and low fingering is done to a lesser degree (10% of the time). In non-routine conditions (5% of the time), crawling, running, climbing (using legs and arms for support), very high lifting over 100 lbs., high/very high carrying, high/very high pushing/pulling, high handling and medium/high fingering are necessary.

Working Environment

Over 80% of the work is performed outside. Working in extreme cold; extreme heat; noise; experiencing dramatic shifts in falling temperature; occur 25% of the time. Hazards from fast moving vehicles; working inside; dramatic shifts in rising temperature; humid conditions; vibrations occur 10% of the time. In unusual situations, wet conditions are present as well as many hazards – mechanical, electrical burs, and heights over 12 feet. Fumes, mists gases, odors, dust, poor ventilation and being in a physically confining area are also present in unusual situations.

*This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of persons so classified and is subject to change by the Town without notice.