

TOWN OF LANARK EMPLOYEE

JOB DESCRIPTION

Job Title: Hourly Employee, full-time

Business Title: Hourly Employee

Reports to: Town Board

Position Summary

Maintains and repairs 34.4 miles of town roads, town buildings, cemetery, equipment, performs snow removal, ditch mowing, sign repair or replacement and other maintenance tasks as requested by the town board.

Responsibilities

Work assignments are often routine and also may be non-routine and require some deviation from accepted practice. Priorities include equipment utilized in or on town roads and all other areas to maintain a safe working environment. Off-hour on-call duties including downed tree removal, snow plowing, and other unforeseen duties within a 15-minute response time.

Specific Duties:

Highway Maintenance

- Mow, brush, patch, plow/sand, patrol, equipment, other
- Locate driveway access/culvert placement
- Identify, order, and install road signs and posts
- Perform routine maintenance on equipment and vehicles
- Research and recommend parts and service for equipment and vehicles
- Install and remove winter equipment (plows, wings, sander, etc.)
- Maintain an orderly garage
- Mix, stockpile, and maintain records of salt/sand
- Maintain roadsides
- Work with contractors during reconstruction and maintenance of roads
- Work cooperatively with other municipalities and Portage County

Fire

- Measure and assign fire numbers and erect signs

Hall

- General maintenance, housekeeping, landscaping, meeting setup

Cemetery

- Locate and mark sites, maintain landscape including mowing of cemeteries

Garbage

- Place and remove garbage carts

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Job Knowledge & Skills

- Ability to work with minimal supervision
- Maintain good customer service relationship with residents
- Work in a team environment with the clerk, chair, and the board
- Attention to detail
- Planning projects for efficiency and safety
- Pass physical including drug test
- Lift 60 lbs
- Climb ladder
- CDL
- Operate chain saw, chipper, payloader, tractor mower, and other large equipment
- Attend monthly town board meetings unless excused
- Attend Spring Road Inspection
- Reliability, accessibility, and punctuality

Qualifications

The duties and responsibilities described above are the essential functions of the job. The qualifications below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma or equivalent with 2-4 years of work history requiring mechanical aptitude
- Proven track record of dependability, punctuality, and initiative in an unsupervised environment
- Proven ability to meet deadlines
- Position requires very good knowledge of general maintenance procedures, also the ability to follow verbal and written instruction.

Attitude

The incumbent is required to demonstrate a positive attitude on a consistent basis when working with others including elected officials, property owners, contractors, and other municipalities.

Language Skills

The position requires the ability to read, write and understand English.

Mathematical Skills

The position requires the ability to calculate figures and amounts such as percentages, area, volume, weight, distance. Ability to apply concepts of basic algebra and geometry.

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Reasoning Ability

The position requires the ability to define problems, collect data, establish facts, and draw valid conclusions. Must have the ability to interpret a variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables, use findings to solve problems, and communicate those findings to the Town Board.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift items to a height of three to four feet and/or move items that weigh up to 60 pounds. Specific vision abilities required by this job include close vision and color vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually moderate.

Equipment Utilized

Equipment used on a regular basis includes:

- Automobile (Personal vehicle or other form of reliable transportation is required)
- Calculator
- Mobile Telephone
- Personal Computer
- Telephone
- Power and hand tools required to maintain equipment
- Patrol truck
- Pickup truck
- Snow plow
- Chipper
- Front end loader
- Hydraulically activated accessories
- Tractor mower
- Zero turn lawn mower
- Chain saw
- Air compressor