

## **Road Supervisor Job Description**

The Town of Center is currently seeking a part-time road maintenance professional with excellent problem-solving, organizational and leadership skills to fill their Road Supervisor position. This part-time position requires on average five – ten (5-10) hours per week to perform the essential job functions and responsibilities, with seasonal fluctuation.

Under the direction of the Town Board, the Road Supervisor is responsible to plan, organize and supervise designated activities related to the maintenance of Town Roads. The ideal candidate will have extensive technical knowledge with regard to road maintenance. The ideal candidate will also be able to foster an environment of team work and develop a productive working relationship with work colleagues, as well as the public.

Specifically, the Road Supervisor will:

- Oversee and plan road maintenance projects including estimating, securing and scheduling personnel, materials, and equipment required in a cost effective manner.
- Oversee and plan Chip Sealing and Smear Patching needs while staying within the budgeted allotment for the year.
- Supervise and coordinate snow plowing and ditch cutting needs.
- Develop an Annual Road Maintenance Plan and long-term Capitol Improvement Plan.
- Act as liaison with the Town Board, Outagamie County Highway Department, general public and contractors on road projects and problems.
- Develop, update and train staff relative to methods, procedures and protocols related to road construction, road maintenance and safety; ensures safety practices are in compliance with Federal, State and County and Local regulations, laws and ordinances.
- Advise, direct, supervise and/or assist staff, and may participate in road maintenance work, such as difficult projects and tasks, patching and resurfacing, preparing sub-grades, installing culverts, fixing potholes and cleaning ditches.
- Inspect roads to evaluate unsafe conditions and ongoing maintenance needs.
- Inspects, cleans and maintains assigned equipment for proper operating condition.
- Maintain and clean ditches and culverts and troubleshoot water issues.
- Be subject to emergency and snow calls and have stamina to perform manual tasks for extended periods of time under adverse weather conditions.
- Request Address and Road signs to be ordered by the clerk.
- Repair and Install Address and Road signs as needed.
- Submit budgetary requests on anticipated needs.

- Check and follow through on complaints from citizens, officials and personnel exhibiting effective communication skills, both written and oral.
- Assist Town Clerk with annual WI DOT Local Road Certification Maps and Documents.
- Operate hand tools, power tools, or any other necessary equipment along with all Town-owned vehicles in a safe and correct manner.
- Operate and perform maintenance and repair to equipment, clean vehicles, equipment and tools as needed. Keep written records in shop.
- Monthly written or verbal report to Town Board, preferably at Town Board Meeting.
- Develop systems to streamline processes.
- Working coordination with Custodian for shop maintenance and cleanliness.
- Perform other duties as apparent or delegated.

**Qualifications:**

- A minimum of 3 - 5 years work experience in general excavation or road and ditch maintenance and repair work.
- Existing valid Class A Commercial Driver's License (CDL), or ability to obtain within 6 months.
- Thorough knowledge of materials, methods, procedures and protocols of road maintenance work and the maintenance and operation of related equipment and vehicles.
- Thorough knowledge of OSHA and other health and safety regulations, requirements and practices as they relate to road construction and maintenance.
- Thorough knowledge of principles and methods of supervision and management including work planning, organization, and delegation.
- Ability to read topographic maps, road plans, profiles, construction specifications, schedules and reports to accomplish maintenance and construction projects.
- Thorough knowledge of function of roads and related area drainage systems.
- Must live within 15 miles of the Center Town Hall.

**Stipulations:**

- Not allowed to bid on work involving the Town of Center in excess of \$1,000 annually on a job that will benefit yourself or your employer.