

# **TOWN OF STOCKBRIDGE ROAD SUPERVISOR**

**POSITION TYPE: FULL TIME | NON-EXEMPT**

## **POSITION SUMMARY:**

The Road Supervisor is responsible for coordinating and maintaining all roads, bridges, and equipment in the Town of Stockbridge in compliance with all governing regulations, excluding those covered by the State or County Highway System. Responsibilities include scheduling various repairs and road work throughout the community and being responsible for ensuring traffic flow continues while maintenance is conducted through the proper use of traffic control devices. The Road Supervisor must, at times, work in a team environment to physically direct traffic as needed.

The Road Supervisor is expected to work safely on all projects, around all types of moving equipment and traffic, and in various weather conditions. Additionally, they will be expected to safely operate heavy equipment to assist with the maintenance and construction of roads and bridges. This equipment includes, but is not limited to, front-end loaders, motor- graders, backhoes, brush cutters, chippers, tractors with shredders, and distributor trucks.

The Road Supervisor position is versatile, and may require cross-training on other duties or work tasks as assigned.

## **ESSENTIAL JOB FUNCTIONS:**

- Safely operate heavy equipment and machinery to complete various construction projects or town maintenance, including culvert installation, pothole repairs, the removal of bushes, weeds, ditch cleaning, and other debris removal from road sides.
- Safely operate pick-ups and dump trucks to haul materials to various job sites.
- Ensure job sites are set up according to project specifications, including the scheduling of machinery and building materials to make sure resources are readily available. This can include scheduling and supervising temporary staff as well as vendor service contracts.
- Ensure safety by maintaining equipment and vehicle cleanliness, and perform routine inspections, preventative maintenance, and repairs as needed.
- Assist in performing road or bridge inspections, repairs, and maintenance with general contractors, vendors, road maintenance crews, and other staff, county and state employees.
- Perform basic road repairs and maintenance tasks, including inspecting town road signs on a regular basis and installing, repairing, or replacing signs as needed.
- Discuss traffic plans and other project specifications with the Town Board to abide by all uniform traffic codes.
- Ensure all safety rule and regulations are followed in work zones, including the proper placement of signs, barricades, traffic cones, and other warning devices. This can include assisting with the coordination of traffic control and flagging.
- Work safely on all job sites to prevent accidents and injuries, assessing any hazards, following all regulatory agencies (OSHA, State of Wisconsin, federal, Department of Safety and Health, etc.) recommended/required practices and reporting them to the town chairman or other appropriate officials.
- Ensure that projects are carried out according to Town Board specifications; this includes remaining within the budgets developed and approved by the Town Board.
- Attend requested board meetings to contribute feedback and planning of town matters.
- Responsible for and managing town snow removal and salting needs, road hazard mitigation and any roadway issues that can occur at any time of day or night, as well as scheduling and supervision of additional staff as needed.

- Maintain personal regular and on time attendance to ensure efficient operations.
- File PASER and other road reports.
- Other duties and work tasks as assigned.
- Follow employee handbook.

#### **EDUCATION REQUIREMENTS:**

- High School Diploma or GED Required

#### **SKILLS AND EXPERIENCE REQUIREMENTS:**

- Five years' of work experience operating road construction or other related equipment.
- Working knowledge of occupational hazards and safety precautions associated with the operation and maintenance of heavy-duty construction and highway snow removal equipment.
- Valid Class A CDL with a good driving record.
- Demonstrate the ability to be self-motivated and take personal pride in work.
- Independent Judgement and Reasoning Skills (problem solving and troubleshooting skills).
- Ability to assess various hazards and work safely to prevent accidents and injuries.
- Demonstrate professional communication skills, both verbal and written.
- Ability to work in a team environment and develop strong professional relationships with other state/county workers and community members.
- Demonstrate the ability to prioritize work based on demands, including the ability to handle multiple tasks and priorities in a fast paced work environment.
- Ability to perform skilled manual work; and to demonstrate sufficient strength, agility and dexterity in performing the duties of the position.
- Ability to weld and get MSHAW certification.
- Ability to successfully pass a background check and drug/alcohol screening.

#### **ENVIRONMENTAL FACTORS:**

This position follows all DOT and other governing agency guidelines, however, it requires working in various weather conditions including extreme heat, cold, rain, humidity, and wetness. At times this position may need to manage potential exposure to various hazards or chemicals, including insects, poisonous plants, dust, fumes or otherwise unpleasant smells. Jobsites may also present the potential exposure to various types of traffic hazards, buried electrical, phone, television cable lines, or physical stress from exertion all of which require prevention loss/risk management.

#### **PHYSICAL DEMAND REQUIREMENTS:**

This position may require regular repetitive motions, standing for long periods of time, stooping, bending, pushing, pulling, and heavy lifting up to 50 lbs., or assisted lifting up to 75 lbs. or more.

Additionally, it requires the ability to identify various hazards through sight or sound, and the ability to grip and operate hand controls and feel objects and tools.

#### **HOURS AND SPECIAL CONDITIONS:**

Work schedules are established based on the needs of the town, and may require a flexible schedule. Historically, the standard hours have been from 7:00 AM and 3:30PM on Monday through Friday with emergency and weather related service at any time and on-call service.

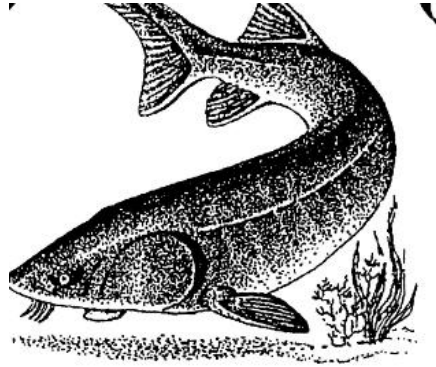
**DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

The Town of Stockbridge will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past seven years and may include credit reports, motor vehicle records, employment records, and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.

The Town of Stockbridge is an Equal Opportunity Employer.

Applications should be mailed to Town of Stockbridge, Attn: Steve Phipps, Clerk; N5024 Long Road Chilton, WI 53014. Road Supervisor application deadline is August 15, 2020.



## TOWN OF STOCKBRIDGE

### Application for Employment

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, age, religion, sex, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

**Instructions: You MUST fill out your own application!!! Complete all necessary information.**  
**This application will be kept on file for 1 year. Be sure to sign and date on the third page. Inclusion of a resume and cover letter are welcome.**  
***Please Print on applicaton.***

### Personal and Professional Information

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

\_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position Applied For \_\_\_\_\_ Salary Expectations? \_\_\_\_\_ Full-Time? \_\_\_\_\_ Part-Time? \_\_\_\_\_

Are you able to work overtime during the week? \_\_\_\_\_ Are you able to work nights and weekends? \_\_\_\_\_

If hired, when would you be available? \_\_\_\_\_ Do you have reliable transportation? \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_ Are you legally authorized to be employed in the US? \_\_\_\_\_

(Proof will be required)

Have You Worked Here Before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

What source led you to apply with us? \_\_\_\_\_

Do you have any relatives or friends who have worked for the Town? \_\_\_\_\_ If yes, please list them below:

\_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors? \_\_\_\_\_ If yes, when? \_\_\_\_\_

What was the offense? \_\_\_\_\_

Please list any professional registrations, certifications, or licenses if applicable. Including CDL \_\_\_\_\_

Have you received any job-related training in the United States Military? \_\_\_\_\_ Please give dates and details:

\_\_\_\_\_  
\_\_\_\_\_

**Employment History**

*Please list most recent employer first*

1.) Company Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Position \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
Employed From \_\_\_\_\_ to \_\_\_\_\_ Last Wage \_\_\_\_\_ May we contact this employer?  
\_\_\_\_\_   
Reason for Leaving \_\_\_\_\_ Type of Work Performed  
\_\_\_\_\_  
\_\_\_\_\_

2.) Company Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Position \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
Employed From \_\_\_\_\_ to \_\_\_\_\_ Last Wage \_\_\_\_\_ May we contact this employer?  
\_\_\_\_\_   
Reason for Leaving \_\_\_\_\_ Type of Work Performed  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

3.) Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Position \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
Employed From \_\_\_\_\_ to \_\_\_\_\_ Last Wage \_\_\_\_\_ May we contact this employer?  
Reason for Leaving \_\_\_\_\_ Type of Work Performed \_\_\_\_\_  
\_\_\_\_\_

**Educational Background**

**High School:**

# of Yrs Completed (circle one) 0 1 2 3 4 Diploma: \_\_ Yes \_\_ No GED/HSED: \_\_ Yes \_\_ No  
School(s) \_\_\_\_\_ City/State \_\_\_\_\_

**College and/or Vocational School:**

# of Years Completed (circle one) 1 2 3 4 4+  
Major \_\_\_\_\_ Degree(s) Earned \_\_\_\_\_  
School(s) \_\_\_\_\_ City/State \_\_\_\_\_

**Other Training or Degrees:**

Course \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

**Personal Reference**

*Do not list relatives, previous employers.*

1.) Name \_\_\_\_\_ Years \_\_\_\_\_

Known \_\_\_\_\_

Relationship to you \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_ - \_\_\_\_\_

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I agree that the company shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me on this application; I understand that any misleading or incorrect statements may render this application void, and if employed, may be cause for termination. I hereby release the said companies, schools or persons from all liability for any damage or issuing this information. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and this company for either employment or provision of any benefits; and further understand that if any employment relationship subsequently is established, my employment and compensation can be terminated with or without cause, with or without notice, at any time, at the option of either my employer or myself.

Signature \_\_\_\_\_ Date \_\_\_\_\_