

**TOWNSHIP OF BALDWIN**  
**HIGHWAY MAINTENANCE WORKER**  
**JOB DESCRIPTION**  
**(NON-UNION)**

DESCRIPTION:

This position performs a variety of semi-skilled work in the operation of various pieces of equipment and manual tasks in the maintenance and repair of roads and right-of-way (R/W) within the Township of Baldwin. The employee is responsible for the safe and efficient operation of equipment and any routine maintenance required on the equipment.

Distinguishing features of the class:

This class provides for the safe and efficient operation of the roads and highways in the town. The employee combines driving skills, mechanical aptitude and physical conditioning to perform the tasks. Work is assigned on a regular basis by the town chair and may include a variety of tasks or duties each day. Great latitude is given by the town for the individual to schedule and perform work on his own. Work is done near private property and public utilities; both must be handled with respect. No work will be done off town R/W without specific permission. Required to receive training in mine safety, handling of hazardous chemicals and diggers hotline. The employee must be able to work overtime, work outdoors in various weather conditions to perform a variety of road related repairs.

Examples of Duties:

Operates equipment including single axle maintenance truck, one ton maintenance truck, tractor loader, tractor mower, grader and variety of hand and power tools in performance of road and equipment maintenance.

Operates truck and grader for snow plowing, sanding, winging snow, grading gravel roads.

Operates truck and hot box for asphalt patching.

Performs maintenance and cleaning of equipment and shop.

Trims and removes trees, mow grass and brush in road R/W.

Removes and buries dead animals from road surface. (Deer removal from R/W is contracted out.)

Repairs/paints/sprays weeds at guard rails.

Does temporary and permanent repairs of road signs.

Clean equipment and shop. Grease and change oil on town equipment.

Attends training and meeting to keep needed skills current.

Operates grader for snow removal, grading, shoulder repairs and patching.

Wear safety vest when on R/W and other safety equipment required for task at hand.

Monitor and clean culverts, ditches and bridges of debris and brush.

Monitor utilities and parts needed for shop and equipment to maintain operation. This would include LP, diesel fuel, water, electricity, blades, oils, greases, tires, salt/sand, asphalt, road signs, post, chemicals and limerock. This would include ordering or hauling the same.

Install road work signs and flagging as needed.

Assist county or contractor in town road repairs as directed by town chair.

Any other road or equipment duties assigned by the town board

Highway Maintenance Worker  
Job Description  
(continued)

TYPICAL QUALIFICATIONS:

Some knowledge of the methods and materials used in road, highway and equipment maintenance and repair. Good knowledge of safety procedures necessary to perform those tasks. Ability to utilize all safety equipment. Work footwear that covers the ankle and any personal protection devices needed. Ability to understand and follow oral and written instructions.

Ability to climb in and out of equipment. Use and operate shovels, power tools, wrenches, chain saws and trimmers. Maneuver up to 99 pounds. Active physical condition.

Good ability to maintain effective working relationships with the board, other government entity personnel and general public. Must be able to read, write, speak and understand English. Keep written records and reports as needed. Punch time clock and document daily activities, equipment and material use.

SUPPLEMENTAL INFORMATION:

High School or equivalent education. Some experience in performing road and equipment maintenance. Any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS & CERTIFICATIONS:

Must hold and maintain a valid Commercial Drivers License (CDL). Good driving and safety record. Submit to random drug and alcohol testing.