

Roadman Job Description

Applications Due April 18, 2025

Essential Function:

Participate and oversee the repair, maintenance or construction tasks related to roads, right-of-ways, culverts, ditches, bridges, parks, cemetery, and various other municipal grounds and facilities. Work is performed under the limited supervision of the Roadman Superintendent(s).

Supervise the activities of part-time staff members; submit time sheets for crew members; assist in the hiring process for maintenance workers; call in part-time workers as needed.

Working with the part-time staff, the Roadman will:

- Prioritize work as assigned
- Maintain township roads including but not limited to filling potholes, installation of culverts, and shouldering roads.
- Supervise road maintenance vendors as necessary
- Ensure adequate supplies and equipment are readily available
- Maintain inventory of parts, supplies, and equipment
- Operate and supervise ice control and snow removal operations
- Operate light to medium equipment including dump trucks, trailers, large lawn mowers, woodchippers, chain saws, and other power and hand tools, etc.
- Develop, maintain, and update procedures relating to all maintenance functions as well as equipment maintenance schedules and records
- Research “best practice” related to areas of responsibility; implementing changes within position’s budgeted authority and prepare reports on recommended changes that require additional approvals
- Perform routine inspections and minor maintenance on assigned vehicles and equipment to maintain the equipment; prepare and deliver timely and accurate reports on work completed and equipment and maintenance status
- Provide input on equipment purchases and budget process
- Maintain a valid Wisconsin CDL License
- Perform other duties as assigned