

TOWN OF PITTSFIELD

Brown County, WI

Job Title: PUBLIC WORKS EMPLOYEE

Compensation: \$10-12 per hour, reimbursement at IRS rates for vehicle use

Hours: Part-time, average of 10 to 20 hours per month, as directed by the board or their designee, obligations may require evening, weekend, and emergency call in hours

Job Description:

As directed by the Town Board, Chairman, or their designee

1. Sign Maintenance
 - a. Be familiar with MUTC and WI signage recommendations
 - b. Conduct an annual review and inventory of Town Signage
 - c. Repair or replace damaged, faded, improper or missing signs and posts
 - d. Install new signs
 - e. Respond to emergency situations to install signage for the preservation of public safety
 - f. Work with the County Highway department for sign replacement in inclement conditions
 - g. Monitor Spring thaw conditions, install and take down Spring Weight Restriction signage
 - h. Maintain and install Town Fire signage
 - i. Inventory, stock, maintain, and order supplies for Town signage
 - j. Monitor Town roads for right of way encroachments and work with the Zoning Administrator for removal.
2. Road way Maintenance
 - a. Inspect Town roadways for maintenance issues
 - b. Conduct minor maintenance such as filling potholes and washouts or other repairs in order to preserve the ability to travel safely on the Town roads
 - c. Advise the Town Chairman and Town Board on needed major repairs
 - d. Respond to emergency situations to conduct repairs for the preservation of public safety
 - e. Remove and dispose of items left with in the Town's right of way (trash)
 - f. Remove fallen trees and debris from the town roadways
 - g. Removal of minor brush and vision obstructions with in the right of way
3. Conduct minor repairs and maintenance to Town facilities including but not limited to minor carpentry, mechanical, landscaping, painting, and other physical labor.
4. Possess and maintain a valid WI driver's license
5. Operates equipment, vehicles, and tools (hand and power) necessary for the completion of the above outlined duties
6. Other miscellaneous duties as assigned