

**Job Title: Roads Maintenance Worker****Department:** Public Works – Roads Division**Location:** Town of Chilton**Reports To:** Elected Town Board**Position Type:** Full-Time**Salary:** Competitive salary based on experience and qualifications.**Benefits:** To be discussed during interview. WI Retirement. Paid Time Off (PTO) and paid holidays outlined in Employee Handbook.

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**Job Summary:**

The Roads Maintenance Worker performs a variety of manual and semi-skilled tasks related to the construction, maintenance, and repair of town roadways, drainage systems, and related infrastructure. The position requires the use of hand tools, light-to-heavy equipment, and adherence to safety and traffic control procedures.

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**Essential Duties & Responsibilities:**

- Communicate with all members of the Elected Town Board and supporting Staff.
- Maintain, grade, and repair gravel and paved roads.
- Operate and maintain equipment such as dump trucks, loaders, and snowplows.
- Perform snow plowing, salting and sanding during winter months.
- Clean and maintain roadside areas by mowing, removing debris, and trimming vegetation.
- Install and repair traffic signs, street name signs, and pavement markings.
- Perform maintenance on drainage systems such as culverts, storm drains, and ditches.
- Set up and maintain traffic control signs and barricades for work zones.
- Conduct routine inspections and report hazards or repair needs.
- Perform preventative maintenance and basic repairs on municipal equipment.
- Clean and maintain buildings, equipment and property grounds.
- Keep an accurate account of daily work time in which a monthly report be given to the Town Board with detailed descriptions of each task.
- Follow municipal safety procedures and participate in required safety and equipment training.
- Interact with the public courteously, providing information and addressing community concerns related to public works services.

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**Qualifications:**

- High school diploma or equivalent required; additional training in construction, maintenance or related field is a plus.
- Previous experience in public works, maintenance, or construction is preferred but not required.
- Valid driver's license; CDL Class B (or ability to obtain within a specified time).

- Experience in road maintenance, construction, or equipment operation preferred.
  - Willingness to work in all weather conditions and during non-standard work hours when needed.
  - Mechanical aptitude and interest in operating and maintaining public works equipment.
  - Must be able to follow verbal and written instructions, work independently, and communicate effectively with town chairman.
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**Knowledge, Skills & Abilities:**

- Knowledge of construction techniques, road maintenance, and general facility repairs.
  - Familiarity with public works tools and equipment operation.
  - Strong problem-solving skills and ability to work independently or as a part of a team.
  - Good communication and customer service skills.
  - Computer skills and knowledge of word and excel proficient.
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**Working Conditions:**

- Work is performed outdoors in various weather conditions.
- Frequent lifting, bending, digging, and exposure to noise, dust, and traffic hazards.
- May be required to work evenings, weekends, or holidays during emergencies or snow events.
- Work both independently as a part of a team in a supportive municipal environment.

