

## Help Wanted

Town of Mosinee, Marathon County is accepting applications for a Town Road Supervisor

Applications are available to download from the [townofmosinee.com](http://townofmosinee.com) Website

Also available from Bill Bruening, Clerk, 715-693-3373

Application is due August 14<sup>th</sup>, 2017

Send completed application to Bill Bruening,  
518 Remington Rd, Mosinee WI, 54455

Town of Mosinee  
Application Instructions

- Complete the Employment Application Form
- Review the Job Description
- Submit a Job Resume outlining your experience in relation to the provided Job Description
- Application Deadline is: 4 PM, August 14, 2017
- Send the completed documents to:

**Bill Bruening**  
**518 Remington Rd**  
**Mosinee, WI 54455**

# **Town Road Supervisor Job Description**

## **Town of Mosinee**

### **September 30, 2015**

#### **Brief Description of Position:**

The following duties and responsibilities are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. This is not an employment contract.

This position involves the maintenance and improvement of the roads, parks, and other Town owned property and facilities within the Town of Mosinee. The employee must at times exercise independent judgement and perform tasks without supervision. As an employee of the Town, the employee is expected to be courteous at all times and represent the Town in a professional and positive manner.

#### **Essential Job Functions / Requirements**

- Supervise and schedule seasonal part-time employees. Responsible for verifying and submitting time sheets and reports.
- Plan and schedule new and routine maintenance of all Town owned equipment, properties and facilities as needed.
  - Oil, filter and lube equipment as needed
  - Keep maintenance records on all equipment
  - Equipment not repairable in-house, make arrangements to have repaired at dealer or local garage.
- Order supplies and maintain inventory of all supplies needed. Manage supplies in a neat, orderly and clean fashion.
- Maintain a five year plan on road improvements.
- Review inventory and conditions of the department and recommend various ideas / projects to Town Board for possible approval.
- Manages all aspects of job duties in accordance with Town, County, State and Federal rules and regulations.
- Must possess and maintain a valid Wisconsin Commercial Drivers License (CDL), with proper endorsements as required and needed to operate Town trucks and equipment.
- Must have a mechanical understanding of equipment and be able to repair / fix when broken or damaged. Examples include: Trucks, Heavy Equipment, electrical, HVAC, plumbing, construction, welding and fabrication, chainsaws, mowers, etc.
- Will make all efforts to attend monthly Town Board meetings.
- Ability to maintain effective working relationships with department staff, colleagues, representatives of local, County and State governments, community organizations and the general public.

- Demonstrate and maintain good communication skills at all times and perform duties in a professional manner.
- Ensures that all public works employees receive appropriate safety training and that the employees observe appropriate safety standards and precautions.
- Plans, assigns, and directs work related to road improvements and construction:
  - Inspect granite roads weekly & black top roads monthly
  - Road sign maintenance and replacement as needed
  - Patch holes, seal and crack fill as needed
  - Clear brush and trees from right-of-ways as needed
  - Inspect all bridges and culverts yearly
  - Clean snow and ice from all sidewalks and entrances of Town Hall
  - Road inspection yearly with the Town Board
- Attend conferences and seminars as necessary and approved by the board.
- Available nights, holidays and weekends during snow, ice and/or wind storms and other emergencies or ascertains that qualified personnel are on call.
- Inspect and issue driveway permits.
- Be the point of contact and inspector for contractors bidding or doing work for the Town
- Take initiative in identifying both problems and solutions in the Township.
- Inform the Town Chairperson of:
  - Any immediate problems that the Road Supervisor cannot resolve
  - Days off or sick
  - Accidents, report and fill out proper paperwork and forward to the town clerk
  - Road closures or detours
  - Any contact with the Sheriff, County Highway or the Fire Department.
- Any other duties as assigned and consistent with responsibilities of the position.

**Qualifications:**

- Education/Experience
  - High School diploma
  - Technical School training or equivalent experience
  - Possess and maintain a valid CDL
  - Experience in heavy equipment operation
  - Experience in repair of mechanical equipment
  - Welding experience

**Environmental Conditions and Demands**

- While performing the duties of the job, the employee is frequently required to walk, sit, stand, talk, hear and move quickly to respond to the needs of the task.
- The job requires the use of hands, fingers, and feet to handle, feel and control heavy equipment. Frequent exposure to machinery noise and vibration.

- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee will occasionally
  - Lift and/or move up to 100 pounds
  - Lift and/or move 50 pounds to a height of five feet
  - Work near moving mechanical parts
  - Work in high and precarious places
  - Be exposed to cold, wet and/or humid conditions
  - Be exposed to fumes or airborne particles and toxic chemicals
  - Be exposed to the risk of electrical shock

**Drug-free workplace:**

- This position is subject to a pre-employment physical and drug test, and random testing in compliance with the Town of Mosinee Drug and Alcohol Abuse and Testing Policy, the Federal Department of Transportation and Highway Administration’s drug and alcohol testing regulation contained in Title 49 CFR.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Town of Mosinee.

**Probationary period:**

- Six months of satisfactory service

**Benefits:**

- Benefits will be provided according to the Town of Mosinee Personnel Policies and Procedures Manual, which may be amended by the Town Board from time to time.

A criminal background check will be conducted prior to employment.

**Receipt of job description for Town Road Supervisor**

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Employee Name (print)

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Employee Signature

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Date

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Witness

# Town of Mosinee

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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