

**PUBLIC WORKS POSITION
TOWN OF BURKE**

The Town of Burke, Dane County, population 3,391 residents, is seeking a qualified individual to fill the position of Patrolman in the Public Works Department. The desired qualifications include having a valid Wisconsin Commercial Driver's License (or the ability to obtain within one month of hire), a high school diploma or GED and three years of relevant and applicable experience. The successful individual must be willing to work nights, holidays and/or weekends as required to provide public safety and service to the community.

Responsibilities include maintaining Town roads, culverts, parks, buildings and grounds, vehicles and equipment, plowing and salting roads, and brush disposal. Excellent benefits are offered and include health and life insurance and participation in the Wisconsin Retirement System. Starting hourly wage will be \$16-\$19 depending on qualifications and experience.

This position is subject to a pre-employment drug test and future random testing in compliance with the Town of Burke Substance Abuse Policy and the Federal Department of Transportation and Highway Administration drug and alcohol; testing regulations contained in Title 49 CFR.

Please submit your cover letter and resume including salary requirements to the Town of Burke, 5365 Reiner Road, Madison, WI 53718, Attention Public Works Position, or email to: townofburke@frontier.com. Cover letters and resumes will be accepted until the position is filled. Visit our website www.townofburke.com for a complete job description.

The Town of Burke is an equal opportunity employer.

**TOWN OF BURKE
JOB DESCRIPTION**

TITLE: PATROLMAN- PUBLIC WORKS

SUPERVISOR: LEAD PUBLIC WORKS PATROLMAN

PURPOSE OF THE POSITION:

The purpose of this position is to perform physical labor in the maintenance and improvements to Town roads, right-of-way, parks, buildings and other property.

Key responsibilities include plowing snow, minor road maintenance, chipping brush and maintenance of Town property among other duties. The person in this position must be willing to be on call after work hours, including evenings, weekends and holidays.

ESSENTIAL RESPONSIBILITIES:

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Plowing snow.
- Maintaining vehicles and equipment.
- Mowing.
- Chipping brush.
- Repairing pavement.
- Cleaning and maintaining Town buildings.
- Maintaining road signs.
- Removing garbage from Town right-of-way.
- Responding to calls from the 911 center relating to roads.
- Serving as Town Weed Commissioner (as appointed by the Town Board).
- Attending safety/educational seminars as directed.
- Attending Town Board meetings as directed.
- Other duties as assigned.

KNOWLEDGE OF:

- Basic methods, materials and equipment used in the maintenance and repair of asphalt, concrete and gravel roads.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- Methods, techniques, materials, and equipment used in Public Works maintenance, repair and construction projects.
- Hydraulics, electronics, pumps, plumbing, and general maintenance of equipment and vehicles.
- Basic traffic laws and violations as they apply to motorized construction, maintenance equipment and overall safety.

- Occupational hazards, safety equipment, and the standard working practices associated with public works functions.

ABILITY TO:

- Maintain a valid Wisconsin Drivers license with applicable CDL endorsements.
- Operate a variety of road maintenance/repair equipment and motor vehicles.
- Operate heavy equipment.
- Frequently push, pull, lift and carry objects weighing up to 25 and occasionally up to 100 pounds.
- Operate a variety of mechanics and carpentry tools and equipment, including power tools.
- Have corrected 20/20 vision.
- Use and interpret road construction terminology.
- Communicate effectively with town personnel and Board, the general public, and others verbally and in writing.
- Effectively follow verbal and/or written instructions, policies rules and regulations.
- Set priorities and meet deadlines.
- Operate general office equipment such as computer, copy machine, calculator, radio, telephone, fax, etc.

WORK ENVIRONMENT AND WORKING CONDITIONS:

- Work is generally performed in a vehicle and shop environment with varying noise levels.
- Work is frequently performed outdoors under exposure to variations in temperature, precipitation and exposure to machinery and vibration.

DESIRED QUALIFICATIONS:

- Graduation from high school or GED; and
- three (3) years related experience in Public Works and the operation of vehicles and equipment used in this type of work; or
- Any equivalent combination of training and experience which provides the desired, knowledge, skills and abilities.
- Possession of a Commercial Driver's License (CDL) or the ability to obtain one within one month of starting employment.

NOTE: This position is subject to a pre-employment drug test and random testing in compliance with The Town of Burke Substance Abuse Policy and the Federal Department of Transportation and Highway Administration's drug and alcohol testing regulations contained in Title 49 CFR.