

Town of Emmet
Road & Maintenance Employee

The individual is responsible for regular maintenance of town roads and right of ways. This includes roadways, culverts and signage. In addition, this position is responsible for performing basic maintenance of vehicles, equipment, and town properties. Additional hours and scheduling flexibility may be required during emergencies and to complete snow plowing and winter road care.

Detailed Responsibilities

Maintenance of Town Roads to Include:

- Patching and repair of potholes and broken pavement
- Cleaning, repair and replacement of culverts
- Clear debris from roads and roadsides
- Maintenance and proper placement of traffic and fire signs
- Snow removal and application of sand/salt
- Mowing ditches
- Trim trees or brush located in town right of ways

Maintain Vehicles and Equipment in Good Working Order:

- Perform basic maintenance and maintain service records
- Identify and communicate issues regarding major repair requirements to Town Board

Maintain Inventory of:

- Salt and sand stores
- Culverts
- Road Signs

Maintain Town Buildings and Grounds:

- Perform basic building maintenance
- Maintain town parking lot, lawn and cemetery

Position may include other duties as assigned by the Town Board.

Experience Requirements:

Commercial Drivers License required at time of hire or within 30 days of hire. Experience in road construction, snow plow driving, heavy equipment operation and basic vehicle repair and maintenance required. Must be able to lift 60 pounds and work in various weather conditions. Experience accessing the internet and maintaining excel spreadsheets is a plus.