

**Town of Bristol  
Job Description**

**Position: Public Works Lead Worker**

[Updated: 8/26/2020]

Purpose: This position is accountable for the day-to-day public works related operations of the Town, including the maintenance of the Town Office, shop/garage, parks and public areas, road conditions, drainage, and tools/equipment. This includes frequent routine inspection of the areas listed, determining repairs/corrections to be accomplished in an expeditious, cost effective manner. Most work is self-directing and can be accomplished with assistance from available staff, however, where contractor, regional government (City of Sun Prairie, Dane County, etc.), or primary utility assistance is required, contact is to be made and cost/timing determined for approval; except in the case of emergencies where a threat to public safety exists.

**Primary Responsibilities:**

- A. Maintain roads, including signs and shoulders, in a manner to provide an environment consistent with resident consideration and safety.
- B. Operate snowplow and salting truck, and any other necessary equipment, to remove snow and ice from roads and assigned areas, which may require early morning starts, extended hours, and weekend duty, including holidays. Responsible for the coordination and scheduling of plowing routes.
- C. Perform routine and preventative maintenance to the facilities and grounds of the Town Office, shop/garage, parks and public areas.
- D. Perform routine and preventative maintenance to the vehicles and equipment in the Town shop/garage.
- E. Routinely consult with contractors pursuing work for the Town, or who impact upon public areas, such as roads and drainage.
- F. Actively participate in meetings, as requested, providing input on matters to be discussed and for consideration due to continuously changing conditions. Also provide updates to the Town Clerk/Treasurer regarding repairs, improvements, and capital equipment recommended for inclusion in annual budget, and provide assistance to administrative staff as deemed necessary.

**Special Instructions:**

- A. Demonstrate strong interpersonal skills which promote communication and cooperative interaction with Town staff, residents, contractors, intergovernmental employees from which we require assistance, and the Town Board Supervisors.
- B. Demonstrate a high degree of initiative, positive attitude, and sound judgement resulting in excellent quality and quantity work with little or no supervision.
- C. Condition of employment; to maintain unrestricted valid operator's license(s) (CDL) necessary for the operation of all Town vehicles and equipment.
- D. Attend appropriate seminars, schools, and workshops, to develop and maintain knowledge of equipment and materials important to Town public works and cost control/reduction.
- E. Coordinate the activities of additional public works personnel who are hired as need dictates, in a professional, efficient manner so as to maximize utilization and cost control.
- F. Maintain punctual and above average attendance. Avoid vacation/educational absence during intervals of high expectancy of extended/abnormal work hours such as during inclement weather seasons.
- G. In general, work hours consist of a forty (40) hour work week; however, may be subject to emergency "call in" during periods of weather related conditions such as snowfall, storm damage, road obstruction, or other critical situations.
- H. This position reports to the Town Board.

**Duties and Limits of Authority:**

- A. Attendance at Town Board and Committee meetings may be required, as requested.
- B. Prepare and submit work time reports to the Town Clerk/Treasurer, as requested.
- C. All purchases must adhere to the Town purchasing policy, is applicable.