

Town Maintenance Worker Responsibilities

Purpose of position: The individual is responsible for maintenance and repairing Town of Watertown infrastructure. This includes all Town buildings, facilities, roads and roadsides as well as light maintenance of equipment.

Position Accountability: The individual reports to the Town Chairperson or their designee. Duties and expenses are subject to the guidelines included below. This may include other task as assigned by the town board. The individual should be alert to necessary needed attention on roadways and properties within the Town of Watertown.

1. Applicant should be a resident of the town or immediate area.
2. Individual must be available on call and at night in the event of an emergency or storm related damage.
3. Time sheets must be filled out fully and properly, signed and dated. They must be turned in by the 5th of the month to the clerk/treasurer office. No check will be issued if these terms are not met.
4. A receipt for any purchases made must be turned in along with time sheet on a monthly basis.
5. Purchase softener salt and maintain softener. Purchase other supplies as requested or needed. A board member and/ or town board must approve purchases or equipment repairs that exceed \$100.00.
6. A mileage log provided in the truck, must be filled out properly each time the vehicle is used. (Date, time, mileage purpose of trip and signature)
7. No smoking in the town truck, town hall, or garage area.
8. No employee may operate any town equipment while under the influence of alcohol, illegal substances or prescription drugs that include a warning regarding operation of machinery.
9. There will be no riders in the town truck or on the tractor except a town official or another employee, without the permission of a town board member. No one other than a town employee or town board member is allowed to operate the truck or tractor at anytime.
10. Fuel will be purchased at the designated fuel station (presently Kwik Trip) using the bulk tank at the beginning of the mowing season. (Tank must be cleaned and filter changed prior to filling.)

11. In spring, any excess sand etc. is removed from curves and intersections on town roads if deemed necessary.
12. Maintenance of the town hall inside or out as requested or needed by the custodian, clerk, or other board member.
13. Maintain a supply of “cold patch” in the storage box provided and repair small sections of Town Roads with blacktop or gravel as required.
14. Maintain a supply of sand, salt mixture, in the box provided during the winter months, for use by town residents. In spring, excess is returned to the provider.
15. Use snow blower and or shovel to remove snow and ice around the town hall. Salt walkways.
16. Individual is responsible for removal of any weeds or grasses that grow within cracks inside walk, etc. around the town hall. Weeds that cannot be removed or mowed should be sprayed or trimmed.
17. Guardrails are to be kept open by spraying or removing weeds.
18. Mowing of one path along the road sides should begin shortly after Memorial Day and finished by the 4th of July, weather permitting. Fall mowing should begin shortly after Labor Day and be completed shortly after all crops are off, weather permitting. This will be a one path cut or a complete mow of the whole road right-away where possible. This decision will be made by the board.
19. When mowing the roadsides, observe and record any signs that need to be repaired or replaced. Property number signs should be reported to the clerk. Stop signs, curve signs, speed limit, etc. should be reported to a board member for replacement/repair by the County. Also note small shoulder repairs, patching, culvert repairs, garbage and tires, etc. that need attention or to be picked up. These should be taken care of when time allows.
20. When mowing or other use of the tractor, it should not be driven back to the town hall each night. It can be parked at a town residence with permission and is safe (use discretion). Suggestions are: Eastside: Gimlers, K. Horack, E. Bielinski, or G. Stuehler. Westside; R. Horack, D. Zoellick. At this time the town truck will be used to travel back and forth to the sight each day.
21. Note where brush needs to be trimmed or removed. This may be done in cooler weather or when time allows.
22. There will be TWO employees at all times when cutting brush or using the chipper. In an emergency a town board member may assist.

23. Safety practices must be used at all times when operating any machinery, including the tractor, chain saw, wood chipper, etc. This includes safety glasses, hearing protection, safety vest, and proper footwear and clothing. A reflective vest should be worn at all times when working.