**Town of Sampson, Chippewa County Wisconsin**

JOB TITLE: PATROLPERSON

STATUS: NON-EXEPMT

SUPERVISOR: TOWN BOARD

SUMMARY:

Responsible for the daily operations and maintenance of the town including roads, vehicles, shop and town hall. Work with tools and equipment relevant to the position. Attend regular board meetings, seminars and continuing education as directed by the board.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Seasonal road maintenance including snow plowing, sanding, mowing shoulders and ditches, brush and tree cutting, blacktop patching and pothole filling and culvert maintenance and replacement
* Operation and maintenance of machinery and equipment including but not limited to ¾ ton pickup, patrol truck/plow truck, grader, tractor with boom mower and backhoe
* Order and purchase of material and parts for maintenance and repairs of equipment and roads upon approval of Chairperson
* Maintenance and installation of traffic control signs, road name and number signs, house and fire number signs, road ban signs and emergency signs
* Maintain time records
* Maintain records related to town equipment and materials purchases
* Attend regular board meetings, seminars and continuing education
* Cleaning and maintenance of town hall and shop
* Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

* Ability to perform under stress when confronted with emergency or critical situations
* Ability to handle physical demands including but not limited to lifting, pushing, stooping, kneeling, climbing, pulling, balancing, reaching and crawling

EDUCATION, EXPERIENCE AND REQUIREMENTS:

* High school graduate or equivalent
* At least 18 years of age
* Valid CDL with no restrictions for airbrakes
* Legally eligible to work in the United States

WORK DAY AND WORK WEEK:

The work day shall consist of eight (8) hours each day, Monday through Friday. In times of emergency the employee will be expected to work additional hours at an overtime pay rate.

COMPENSATION:

Compensation is $24-$30 per hour depending on experience. A review will be conducted annually with a possibility of a compensation increase. Annual increases will be cost of living plus merit. This is effective every January 1.

PAID HOLIDAYS:

New Year’s Day Thanksgiving Day

Memorial Day Christmas Day

Fourth of July

Labor Day

If the Patrolperson is required to work on a holiday listed above, the hours worked will be paid at the double-time rate.

VACATION PAY:

Forty (40) hours vacation is earned effective January 1, 2023. Any unused vacation will be paid out the first payroll following the employee’s anniversary date.

Notice for time off must be given at least one week in advance unless there is an emergency.

PERSONAL TIME:

This position is allotted 40 hours of personal time per year effective January 1. If the personal time is not used by the end of the year it is forfeited.

PENSION PLAN:

The Patrolperson will participate in the Wisconsin Retirement System at a contribution rate set by the Department of Employee Trust Funds.

HEALTH INSURANCE or HSA:

The Patrolperson will be reimbursed for individual insurance coverage up to $250 or HSA contribution of $250.