

Town Of Eagle Point  
Chippewa County

**Town of Eagle Point Job Description for  
Lead Full-time Road Department Employee**

Position serves as crew leader and performs general construction and maintenance work on roadways and road rights of way and maintenance of highway equipment and buildings.

**ESSENTIAL FUNCTIONS (Illustrative only):**

*Specific duties and related equipment and training will vary according to which project the employee is working on, including, but not limited to the following:*

- Serves as a leader of road crew and manages full and part-time road crew employees on a daily basis
- Manages road crew activities and daily road maintenance activities
- Performs manual labor tasks such as shoveling, lifting, or sweeping associated with highway maintenance and construction work
- Mows grass using hand mowers or various tractor mowers
- Removes brush using hand tools, brush saws, chain saws, and brush chippers
- Plows, sands, and salts assigned roadways as necessary to keep them safe for travel
- Operates the road grader for various duties including rough and fine grading for earth moving in highway construction and maintenance, snow plowing and other duties as directed.
- Repairs bridges and patches roads
- Installs and repairs guard rails and fences
- Installs and maintains culverts
- Cleans up refuse and trash
- Performs routine maintenance such as greasing, changing oil, and regular thorough cleaning on trucks and other town equipment
- Completes repairs of road maintenance equipment within the capabilities of staff or arranges repairs with outside vendors
- Repairs and services tools and equipment such as: mowers, saws, and power tools
- Repairs equipment using cutting torch, electric welder, and gas welder
- Maintains cleanliness of shop and working order of shop equipment
- Performs other duties as assigned or directed, including snow plowing
- Assists crews with hand work incidental to paving and grading operations including duties such as: shoveling, raking, sweeping, cleanup.
- Performs routine maintenance and repairs for town buildings including town hall, shop, fire station and park buildings.
- Maintains Recycling Center grounds and coordinates scheduling of dumpster removal and replacement with contracted garbage/recycling contractor
- Coordinates installation of fire numbers with the Eagle Point Volunteer Fire Department
- Performs other related duties as assigned

**WORK ENVIRONMENT:**

- Most work is performed outdoors under all weather conditions
- Physical effort involved in lifting up to 75 pounds, twisting, and bending is required

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability and skill to operate a standard town truck, grader, front-end loader alone and in combination with attachments such as snowplows, wings, and buckets in a safe and proper manner
- Ability to read, understand, and follow oral and written instructions
- Ability to work independently without continuous town board supervision
- Physical ability to perform heavy manual labor and heavy lifting
- Ability to work the allocated hours of the position and significant overtime as requested

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**REQUIRED QUALIFICATIONS:**

- Ability to pass a pre-employment physical, with 75-pound lifting ability
- Must be willing to work significant overtime as requested, especially during the snow season
- High school diploma or its equivalent (GED)

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

- Valid Wisconsin Class A or B Commercial Driver's License with no "L" (air brakes) restriction and with "N" (tank vehicles) endorsement and with an acceptable driving record
- Appointment will be conditional upon successful completion of a criminal background check and pre-employment physical
- In accordance with regulations, individuals performing duties requiring a Commercial Driver License are required to pass pre-employment drug screening and will be subject to random and post-accident drug and alcohol testing during the course of employment
- Must establish residency within 30-minute response time by automobile to town shop within one year of hire, and maintain such residency thereafter during employment
- Appointment will be conditional upon successful completion of a criminal background check and pre-employment physical, with 75-pound lifting ability

**DESIRED QUALIFICATIONS:**

- Experience managing other employees, especially in jobs related to this position
- Experience or training in the use of various road equipment
- Possess and maintain a valid Wisconsin Class A or B Commercial Driver's License with no "L" (air brake) restriction.
- Experience in minor maintenance and repair of trucks, heavy construction equipment, power equipment, and tools

**Please obtain application from the Town Clerk or from the town website. Laurie Hebert, Clerk  
14802 State Hwy 124 Chippewa Falls, WI 54729 or [townofeaglepoint@gmail.com](mailto:townofeaglepoint@gmail.com)**