

Job Description for the Town of Eden

Part-Time Patrolman

Overview

The Town of Eden requires a part-time backup patrolman to assist in maintaining township roads in safe driving conditions during various weather conditions. The role supports the full-time patrolman and includes seasonal tasks, equipment operation, and maintaining town facilities. The part-time patrolman will work under the supervision of the Town Chairman and must maintain a professional demeanor with residents.

Responsibilities

- **Road Maintenance:** Assist in keeping town roads drivable during early morning to late evening hours, including weekends and holidays as needed. Tasks include, but are not limited to, plowing, salting, mowing, spraying, tree removal, and road repair during dry conditions.
- **Equipment Operation:** Safely operate township-provided equipment to complete assigned tasks.
- **Recycle Shed:** Support the operation of the recycle shed, ensuring a clean environment. When on-site monitoring is not possible, assist in reviewing camera recordings to address issues.
- **Facility Maintenance:** Perform basic maintenance tasks in the shop and office, such as replacing air filters and light bulbs, to keep facilities clean and functional.
- **Additional Duties:** Complete other tasks as assigned by the Town Chairman.
- **Supply Ordering:** Assist in ordering supplies and materials for road maintenance with prior approval from the Town Board.

Work Requirements

- **Supervision and Initiative:** Work with minimal supervision, demonstrating the ability to identify and complete necessary tasks. Contact the Town Chairman for guidance when needed.
- **Resident Interaction:** Accept supervision and constructive feedback from the Town Chairman, especially in response to resident complaints, while maintaining courtesy with town residents.
- **Work Priorities:**
 1. Clear roads of snow, ice, or debris.
 2. Assist in equipment maintenance.
 3. Support cleaning and maintenance of town buildings and property.

4. Aid in roadway maintenance, including patching.
5. Assist in maintaining right-of-way through mowing, spraying, and tree removal.

Employment Terms

- **Work Schedule:** Part-time, up to 20 hours per week generally, with flexible hours typically between 6 AM and 6 PM. Schedules will be coordinated with the Town Chairman. Hours are not guaranteed and are at the discretion of the Town Chairman.
- **Licensing and Compliance:** Must maintain a valid Commercial Driver's License (CDL), a clean driving record, and be drug-free, with submission to random drug testing. ●
- **Compensation:** Pay rate of \$_____ per hour. Overtime is not typically expected but, if approved by the Town Chairman, will be compensated as follows:
 - Overtime hours will be paid at a rate of time-and-a-half for work over 40 hours per week on the biweekly paycheck.
- **Time Reporting:** Complete and submit time sheets daily to the Town of Eden Clerk on a biweekly basis.
- **Contract Termination:** Any unused compensatory, personal, or vacation hours are forfeited upon contract termination.

Evaluation

- Performance will be evaluated by the Town Board at 1 month, 3 to 6 months, one year, and annually thereafter, or as needed based on resident complaints.

Contract Terms

- The contract will be reviewed and renewed or modified annually from the date of signing. It is binding for the Town of Eden Chairman, Supervisors, and the part-time patrolman.

Agreement

The undersigned agree to fulfill the terms of this contract to the best of their ability.

Signatures:

- Chairman: _____
- Supervisor: _____
- Supervisor: _____
- Part-Time Patrolman: _____

Date: _____