

WAUSHARA COUNTY

POSITION DESCRIPTION

TITLE: Highway Worker

DEPARTMENT: Highway

DATE: 11/2011

FUNCTION:

Performs a variety of skilled and unskilled labor and equipment operations. These duties will be involving the maintenance and repair of all roads and right-of-ways in and around Waushara County. The duty will also involve the operation and maintenance of County owned equipment.

DISTINGUISHING FEATURES OF THIS CLASS:

The employee will be responsible for any assigned equipment or roads on a daily basis. Must be a motivated, responsible person.

MAJOR RESPONSIBILITIES: (Illustrative Only)

1. Patch holes and cracks in roads.
2. Work on paving and/or seal coat crew, do cement repair.
3. Plow and salt or sand roads.
4. Maintain restroom areas, cut grass and repair buildings.
5. Mow grass/weeds and cut trees/brush in various areas.
6. Pick up trash and debris in various areas.
7. Repair gravel problems in various areas.
8. Clean, repair and replace culverts
9. Erect and remove snow fence.
10. Operate trucks and heavy equipment.
11. Paint and repair signs and guard rails as needed.
12. Remove car killed animals and debris off road and dispose of them.
13. Change oil, grease and do normal maintenance on County owned equipment, buildings and grounds.
14. Clean shops as directed.
15. Deliver fuel to outlying shops and crews.
16. All other duties as assigned by management.

WORKING ELEMENTS:

A. Education, Training and Experience

High School Diploma or the equivalent.

Some experience in road maintenance and/or construction.

Additional education in heavy equipment operation and maintenance would be helpful.

Possession of a valid Wisconsin Driver's license and Commercial Drivers license with endorsements for air brakes, combination vehicles and tanker.

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B. Knowledge, Ability and Skills

Knowledge of materials and methods used in road repair.

The ability to make minor repairs on all County owned equipment, buildings and grounds.

The ability to work alone or with a number of people, follow both written and oral instructions and to get along with the general public in a polite, respective manner.

Must pass a physical exam and be able to lift 100 pounds.

Must adhere to department work rules.

C. Responsibility and Authority

There is no supervisory duties associated with this position.

Responsible for regular attendance.

Responsible to project a positive image of County Government.

Responsible for proper operation of County owned equipment and observance of safety policies.

County residency is required.

D. Working Conditions

Normal outside working conditions. The work involves regular exposure to operating equipment in adverse weather conditions such as snow, ice, high and low temperatures. This could be for extended periods of time, any hours of the day.

The employee is required to sit, use hands and fingers, reach with hands and arms. The employee is required to stand, walk, climb or balance, and talk or hear. The employee is required to stoop, kneel, crouch, or crawl. The employee is required to lift up to 100 pounds. Position requires close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.