WAUSHARA COUNTY
POSITION DESCRIPTION

POSITION: Highway Patrolman       LEVEL: K
DEPARTMENT: Highway               DATE: May, 2013

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 the County of Waushara. The duty will also involve the operation and maintenance of County owned equipment.

MAJOR RESPONSIBILITIES

1. Available for overtime on a regular basis: 24 hrs, 7 days-a-week call out time.
2. Maintain highways in safe condition, including but not limited to patch holes and cracks in roads; work on paving crew; cement repair; seal coating; plow, salt or sand roads; check all road side signage; check accident sites for tags from Law Enforcement; replace marker and delineator posts when needed; remove any illegal signs or reflectors; clean, repair and replace culverts; remove car-killed animals and debris off road and dispose of them; paint and repair signs and guard rail as needed; observe and report violations of DOT rules.
3. Maintain right-of-way in safe condition, including but not limited to maintain restroom areas; mow grass; repair buildings; mow weeds; cut brush and trees; repair gravel problems; erect and remove snow fence; pick up trash and debris.
4. Provide routine maintenance and daily inspection to equipment, including but not limited to change oil and grease, check tires, lights, brakes, fuel levels, water, wipers.
5. Operate variety of trucks and heavy equipment.
6. Clean shop as directed.
7. Observe safety rules and assist with traffic control.
8. Be available for overtime 24/7.
9. Other duties as assigned.

WORKING ELEMENTS:

A. Education, Training and Experience

   High School Diploma or equivalent. Additional training in heavy equipment operation and maintenance.

   Valid Wisconsin CDL with endorsements for air brakes, combination vehicles, tanker.

   Four to six years experience in road maintenance and or construction.

   Additional seminars in traffic control, general safety, hazardous communication, snow plow safety, chain saw usage, alcohol and drug abuse.
B. Knowledge, Ability and Skills

A clear knowledge of materials, methods and equipment used in road repair.

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

The ability to follow both written and oral instructions.

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

C. Responsibility and Authority

Employee will be responsible for any assigned equipment or roads on a daily basis.

The employee will also be responsible for gang maintenance performed on their assigned or other sections.

Responsible for maintaining regular and predictable attendance.

Responsible for promoting, getting along and working in harmonious relationships with others including but not limited to outside agencies.

Responsible for being able to perform duties, follow policy and procedures independent of direct supervision.

Responsible to project a positive image of County government.

D. Working Conditions

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. Primarily an outside position, with exposure to Wisconsin weather.

Reasonable response time if called-in after normal hours.