

HIGHWAY MAINTENANCE WORKER
COLUMBIA COUNTY, WI

DEPARTMENT: Highway and Transportation
PAY RANGE: Grade F of County Compensation Program

POSITION DESCRIPTION

I. Position Summary.

This is a semi-skilled position in the County's Highway and Transportation Department, under the general supervision of the Highway & Transportation Commissioner; and under the direct supervision of a Highway Manager, Superintendent, Foreman or Patrolman.

II. Essential Duties and Responsibilities.

Responsible for the care and general maintenance of highways, roadsides, culverts, bridges, equipment, vehicles, facilities, and small tools as directed. Perform truck driver, winter snow plowing, general laborer, and any other assigned duties including, but not limited to:

1. Plowing and winging of snow.
2. Proper application of chlorides and mixes.
3. Patching pot holes.
4. Mowing roadsides.
5. Weed and brush control.
6. Flagging traffic.
7. General construction labor for bridge, culvert, ditching, paving, sealcoat, crack filling, guardrail, or maintenance crews.
8. Compliance with Federal, State, and County drug and alcohol laws and policies, other duties as assigned by the Highway Department.

Responsible for the care, maintenance, and safety of all assigned equipment. This includes keeping it clean, neat, and in safe operating condition. Report any deficiency, malfunction, or equipment damage to a Highway Supervisor immediately.

Report any injuries to self or any other person immediately to a Highway Supervisor.

III. Materials and Equipment Used

Trucks (plows, wings, salters, augers)	Chain Saws
Front End Loader	Power/Air Tools
Tractors, mowers	Paints, stains, disinfectants, cleaning solutions, solvents, road salt, cement, asphalt, etc
Fork Lift	
Motorized Vehicles/Equipment	
Wood Chipper/Auger Truck	

IV. Minimum Qualifications Required

1. High School Diploma or its equivalent.
2. Valid Wisconsin Class B Commercial Driver's license.
3. Must possess Wisconsin Class A Commercial Driver's license with N endorsement within 6 months of starting work and retain for duration of employment.

V. Knowledge, Skills & Abilities

1. Ability to operate all size trucks in all weather conditions.
2. Ability to mount, dismount and operate snowplows, wings, spreaders, etc.
3. Ability to understand and operate controls for all types of snow removal equipment.
4. Ability to operate tractors and mowers.
5. Some knowledge of traffic and safety regulations as they apply to maintenance and construction.
6. Knowledge of methods, materials and equipment used in the construction and maintenance of asphalt, concrete and gravel roads, highways and related surfaces.
7. Ability to service and to make minor repairs and adjustments to equipment.
8. Ability to safely operate power and hand tools.
9. Ability to read and follow written and oral instructions.
10. Ability to work with limited supervision and be productive.
11. Ability to communicate tactfully and courteously with the public and fellow employees.
12. Ability to add, subtract multiply and divide correctly.
13. Knowledge and ability to use proper body mechanics while performing work activities.

VI. Physical Requirements.

1. Frequent lifting and/or carrying objects weighing up to 75 pounds (occasionally over).
2. Prolonged standing, sitting or walking.
3. Frequent bending, twisting, squatting and reaching.
4. Frequent exposure to nature and the elements (such as heat, cold, dust, pollen, sun, rain, snow, ice, wind, animals, bees, etc.).
5. Ability to communicate orally in a clear manner.
6. Ability to distinguish sounds at various frequencies and volumes.
7. Ability to climb roofs, ladders, stairs, etc.
8. Ability to identify a confined, dangerous, or hazardous space and use common sense to avoid workplace hazards.

VII. Special Requirement

Person must be available nights, holidays and weekends during snowstorms or other emergencies. Must be accessible by telephone at all times for emergency situations.

VIII. Other Information

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all right to change, modify, amend, add to or delete from any section of this document as it deems in its judgement to be proper.

Acknowledging Receipt, have read and understand these criteria:

T:/HWO/Office/Employee/Job Descriptions/2015 Highway Maint Worker

Date: _____