

**PATROLMAN (HIGHWAY MAINTENANCE)**  
**COLUMBIA COUNTY, WI**

**DEPARTMENT: Highway & Transportation**

**I. Position Summary.**

This is a skilled, responsible laborer occupation classification (includes Dispatch) in the County's Highway and Transportation Department; under the general supervision of the Highway & Transportation Commissioner and under the direct supervision of the assigned Manager or Patrol Superintendent for the care and general maintenance of an assigned section of highway(s).

**II. Essential Duties and Responsibilities.**

1. Safety for yourself, safety for your work partners, safety for the travelling public,
2. 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:
  - Plowing & winging of snow
  - Proper application of chlorides and mixes,
  - Road surface maintenance (shoulder, potholes, striping, obstructions, debris, etc),
  - Road side maintenance (clear zone, storm drainage, mowing, vegetation, trees, animals, debris, etc),
  - General roadway construction (bridge, road, culvert, ditching, paving, sealcoat, crack filling, guardrail, maintenance, etc),
  - Equipment care (checklist, proper use, maintenance, safety, care and keep in clean and safe operating condition, equipment change-overs, comply with Federal, State, and County drug and alcohol laws and policies, maintain proper credentials, etc).
3. Responsible for, but not necessarily limited to, maintenance of highways for the safe movement of traffic as well as the care of assigned equipment,
4. Foresight to identify potential roadway problems or issues and satisfactorily resolve prior to it becoming a problem or issue,
5. Communicate effectively with Supervisors,
6. Be observant, level headed, even keeled, able to remain calm and think through a process presenting optional outcomes,
7. Good communicator, capable of reporting any deficiencies, malfunctions, damage or concerns, etc. to a Highway Superintendent immediately,
8. Report any injuries to self or other known individuals to Highway Supervisor.

**III. Materials and Equipment Used**

Trucks (plows, wings, salters, augers)		Pick-up trucks
Tractors	Mowers	Front-end Loader
Skid Loader	Hand Tools	Power tools and equipment
Forklift	Wood Chipper	Chainsaws
Paints/stains/disinfectants/cleaning solutions/solvents/road salt/cement/asphalt/etc		

#### **IV. Minimum Qualification Required**

1. High School Diploma or its equivalent,
2. Valid Wisconsin Driver's License,
3. Must possess Wisconsin Class A Commercial Driver's License (CDL-A),
4. Candidates without CDL-A certification may be hired and start in the Patrolman (Student Driver) capacity with the conditions that they:
  - a. Complete Department CDL training program,
  - b. Read, understand, agree, and sign Department CDL Training Agreement,
  - c. Attain the CDL-A designation within 6 months of hire date, and
  - d. Once attained, retain CDL-A certification unimpeded for duration of employment.
5. Prefer a minimum of two (2) years of highway maintenance or construction experience.

#### **V. Knowledge, Skills and Abilities**

1. Ability to add, subtract multiply and divide correctly.
2. Knowledge of traffic and safety regulations as they apply to maintenance and construction.
3. Knowledge of methods, materials and equipment used in the construction and maintenance of asphalt, concrete and gravel roads, highways and related surfaces.
4. Knowledge and ability to use proper body mechanics while performing work activities. Ability to operate all size trucks in all weather conditions.
5. Ability to read and follow written and oral instructions.
6. Ability to work with limited supervision and closely in small teams to effectively and efficiently resolve roadway issues; being both safe and productive.
7. Ability to communicate tactfully and courteously with the public, fellow employees, and supervisor(s); understanding and acting on direction from supervisor(s).
8. Ability to safely operate power and hand tools.
9. Ability to service and to make minor repairs and adjustments to equipment. Ability to understand and operate controls for all types of snow removal equipment (plows, wings, spreaders, mounting, dismounting, etc).
10. Ability to operate tractors and mowers.
11. Ability to recognize, understand, and evaluate road, shoulder, ditch, culvert, guardrail, and other conditions within a roadway section and communicate this information in a clear, concise manner to supervisors.
12. Able to identify safety concerns and address expeditiously with supervisors.

#### **VI. Physical Requirements.**

1. Frequent exposure to nature and the elements (such as heat, cold, dust, pollen, snow, rain, ice, wind, animals, bees, etc.),
  1. Prolonged standing, sitting or walking,
  2. Frequent bending, twisting, squatting and reaching,
  3. Able to drive or ride for prolonged periods of time in all types of weather,
  4. Ability to distinguish sounds at various frequencies and volumes,
  5. Ability to navigate ladders, stairs, uneven ground, etc.,
  6. Ability to identify a confined, dangerous, or hazardous condition and use common sense to avoid workplace hazards.
  7. Frequent lifting and/or carrying objects weighing up to (occasionally more than) 75 pounds,

**VII. Special Requirements.**

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; I have read and understand these criteria:

\_\_\_\_\_

Date: \_\_\_\_\_