

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HIGHWAY LABORER

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE AND/OR MANCHESTER HIGHWAY BUILDING

SUPERVISOR: HIGHWAY COMMISSIONER AND/OR PATROL
SUPERINTENDENT

SUMMARY:

Under general direction, it is the responsibility of Highway Laborers to maintain State and County Trunk Highways, ditches, and rights-of-way so as to aid in the safe flow of traffic throughout Green Lake County; to perform reconstruction work as needed.

JOB DUTIES AND RESPONSIBILITIES:

The percent of time spent on various jobs in the General Highway Laborer classification can vary from job to job, season to season, and within the season based on many variables that need to be taken into consideration.

Given these elements of change, the duties and percentage of time spent completing these duties are approximately as follows:

- Snow and ice removal work, including putting up and taking down snow fence: 20% of the time.
- Mowing, tree, and brush control: 14% of the time.
- Blacktop and shoulder work, including filling potholes: 17% of the time.
- Flag and direct traffic when work is being conducted on roadways: 7% of the time.
- Rubber crack sealing: 9% of the time.
- Patrol State and County Trunk Highways, clear debris, and pick up litter: 6% of the time.
- Drainage maintenance, including setting or assisting in setting culverts; cleaning culverts; may haul gravel or fill: 5% of the time.
- Perform repairs on bridges, assist with annual inspections, and other bridge work, as necessary: 2% of the time.
- Operate heavy equipment: 5% of the time.
- Assist in the upkeep, maintenance, and repair of buildings, grounds, and equipment: 10% of the time.
- Perform other work as assigned by the Commissioner or Superintendent: 5% of the time.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of methods, materials, and equipment used in road construction and maintenance projects.
- Ability to use a transit; determine grade and proper slope for ditches and shoulders on existing roads.
- Knowledge, skill, and ability to use measuring devices, assorted small hand or power tools, motorized vehicles, earth moving equipment, air hammers, material handling equipment, tractors, mowers, front end loaders, snow removal equipment, grader, dozer, paver, rollers, sand blasters, backhoe, brush chipper, tar kettles, mechanical brooms and other similar equipment; assorted personal protective equipment as required.
- Ability and skill to communicate effectively, both orally and in writing, or with hand and arm signals.
- Ability to adapt to changing conditions.
- Ability to work a flexibly 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalent.

EXPERIENCE / JOB KNOWLEDGE: One to two years of experience working in road construction and maintenance, heavy equipment operation course, or equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities. Must possess and maintain a valid commercial driver's license (CDL) with A, B, C, D, and N endorsements.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Given the variable and seasonal functions of this position, physical demands vary greatly from work assignment to work assignment and season to season. Approximately 75% to 90% of the time, depending on the actual work assignment, the employee will be performing work which could involve acute vision demands, walking, bending and twisting, feeling, standing, reaching, sitting, climbing hills or stairs, stooping, kneeling, communicating verbally, grappling, crouching, balancing, crawling and climbing ladders and getting on and off equipment at various times and for various assignments. Good physical dexterity of arms, hands, legs, and feet is necessary for accurate and safe operation of heavy equipment. Communications while working may be verbal. Good peripheral vision is necessary to assist the operator with maintenance and construction work, as well as safety in work operations, especially when working in traffic. Vision and hearing are important for this job, as are

hand and eye coordination. Approximately 10% to 25% of a shift may be spent lifting and carrying up to 80 pounds, as required.

ENVIRONMENTAL DEMANDS: Up to 95% of work duties and responsibilities can be performed outdoors, where one may be exposed to seasonal weather elements, including extreme hot, cold, or humid conditions. 75% of work duties and responsibilities include exposure to noise or involve vibration; 5% of work could be performed indoors. Hazards related to this position include dangers from mechanical equipment, fast moving vehicles, heights, burns, fumes, mists or gasses, noxious odors, exposure to weather, dust, heat, equipment noise and fumes, electrical, and chemicals. Employee may be required to work long or unusual hours as necessary to meet departmental needs.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

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 rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

Created September 2014 | Updated: June 8, 2017