

**Lincoln County
Position Description**

Position Title: Highway Summer LTE **Department:** Highway Department

Pay Grade: \$16.86/ hour LTE **FLSA:** Nonexempt

Date: February 2024 **Reports To:** Highway/Patrol Superintendents

Purpose of Position

This highway position performs duties as assigned, and may include any or all of the following: fill-in for employees who are absent, sweep intersections, hand mow, patch roads, drive truck, perform flagging duties, and clearing/chipping brush.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Check truck or light and medium level equipment points before operating (engine, tires, lights, etc.)
- Operate industrial lawn mower and/or tractor for roadside maintenance.
- Collect refuse dead animals from assigned roadways and other similar manual tasks. Check for road signs that may be down.
- Sweep intersections, patch roads, tar cracks and clearing/chipping brush.
- Coordinate traffic control (flagging).
- Responsible to know and practice the Safety policies of the County. Perform all job tasks in a safe and prescribed manner.
- Perform a variety of manual labor duties.
- Operate hand and small power tools.
- Communicate with general public when they may have a question, or refer to supervisors as needed.
- Adheres to and promotes safety as a priority in the workplace.
- Any other duties as may be assigned by supervisors.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent is required at the time of application.
- Must be 18 years of age.
- Prior experience in a similar work environment preferred.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several variables during normal and emergency situations.
- Ability to work effectively in an office environment.
- Ability to perform field inspections and work outdoors under normal and emergency weather conditions.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date