

**Lincoln County
Position Description**

Position Title: Highway Worker

Department: Highway Department

Pay Grade: E

FLSA: Non-Exempt

Date: June 2023

Reports To: Highway/Patrol Superintendents

Purpose of Position

This position is to perform a variety of skilled and unskilled labor and equipment operations in the construction and maintenance of highways, bridges, equipment, and county facilities.

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.

- Operates a variety of light road maintenance and construction equipment and tools to perform road surface and shoulder maintenance such as paving, shouldering, grading, sweeping, sealcoating, patching, snow removal and drift control, and de-icing applications.
- Performs shoulder to right-of-way maintenance such as removing debris and hazards, cutting brush and trees, mowing roadsides, and vegetative management.
- Inspects, installs, replaces and maintains culverts and drainage.
- Maintains, repairs and replaces roadside structures such as guardrails, road markings, bridge decks, snow and security fences, and signs.
- Performs routine, preventative maintenance and cleaning of vehicles and equipment. Monitors equipment operating condition, identifies concerns and reports issues to Superintendents.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Respond to emergency calls (snow removal, down trees, etc.).
- Work odd hours or days as needed.
- Possess the knowledge and ability to set up and maintain proper signage and safety barricades/barrels at various work zone sites with minimal supervision or direction.
- Must be able to work in flagging operations for long hours.
- Operate equipment or work as a laborer in crack sealing, paving, chip sealing, shouldering, ditching, vegetation control including brush and tree removal, mowing and construction operations.
- Record all parts and materials used for proper inventory and billing.
- Other duties assigned by Superintendents.

Minimum Training and Experience Required to Perform Essential Job Functions

High School graduate with good knowledge of road maintenance and equipment. One to two years of experience preferred. Possession of a Commercial Driver's License with air brakes, combination and tank endorsements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The following listed requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Must have a valid Wisconsin Driver’s license, proof of insurance that satisfies Lincoln County Requirements and a good driving record.
- Ability to operate a variety of office equipment including personal computer, printers, calculator, copy machine, telephone, fax, camera, etc.
 - Must be able to follow directions and work independently with little supervision.
 - Ability to add, subtract, multiply, divide and calculate decimals and percentages.
 - Ability to understand and complete documents including daily time and equipment report sheets, county policies including but not limited to personnel and safety policies, operating and maintenance manuals
- Must have the ability to interact positively and courteously with other employees, supervisors and the general public.
- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to problem solve involving several variables under normal situations.
- Ability to perform duties under various adverse weather and environmental conditions.
- Must be able to work indoors or outdoors for long periods of time.

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