

WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING
UNIT**

**JOB NUMBER:
Grade 8**

**DATE LAST PRINTED:
July 21, 2014**

JOB TITLE: HIGHWAY MAINTAINER

841A

Summary of Responsibilities

Under direct supervision performs tasks as they relate to the maintenance, repair and upkeep of County property and roadways.

Illustrative Examples of Work

1. Operates trucks and/or equipment with attachments such as trailers, skid loaders, end loaders, and sweepers including grinders, augers, stump grinders, tillers and 6-way blades. Operates snow plows, spreaders for salt and rock and mowers for trimming grass and cutting down weeds.
2. Drives and operates vehicles to transport materials and equipment for highway construction and/or repair to appropriate designated area.
3. Cleans culverts, drains, gutters, ditches, and other drainage facilities; operates trailer mounted sewer cleaners and catch basin cleaners.
4. Operates hand and power tools to remove brush, tree limbs; operates brush clippers for removal of wood debris.
5. Operates pneumatic hammer for removal of concrete, replaces, repairs and patches concrete in bituminous and other road surfaces; operates air compressors, fills, fires, and operates asphalt kettles; operates hand motorized compactors for compacting bituminous materials used in patching and surfacing deteriorated highway pavement sections; directs and signals traffic during road maintenance.
6. Cleans, repairs, and erects signs; digs post holes, sets or pulls posts; paints and repairs guard fences; chips, scales and cleans culverts. Installs, repairs and removes snow fences.
7. Operates small tractors with varying attachments, narrows, discs, and gravity seeders in landscaping; operates seeder for reseeding highway right-of-way.
8. Removes and disposes of debris and dead animals as found on highway.
9. Makes minor repairs on equipment being operated; performs normal minor preventative maintenance on equipment.
10. Maintains all required reports, records, invoices, and vouchers as required.
11. Performs all duties in accordance with County policies and procedures.
12. Performs all duties with personal safety in mind for self, co-workers and general public.
13. Performs other duties as required or assigned.
14. Regular attendance is required, overtime as needed/scheduled.

Education and Experience

- High School diploma or GED equivalent.
- Two years experience as a laborer, preferably in highway construction, public works or building trades.
- Possession of a valid Class "B" Commercial Driver's License from the state in which resides and free of any violations that could result in license suspension or revocation.

Abilities

- Basic skills in use of various hand and power tools.
- Ability to understand and carry out written or oral instructions.
- Ability to operate vehicles pulling trailers with highway equipment.
- Requires the ability to spot potential safety hazards in patrol area and work in a safe manner.
- Requires the ability to prepare a complete and accurate/detailed records and reports.
- Familiarity of streets, roads, and travel routes within Winnebago County is preferred.
- Must be able to read maps.
- Requires ability to establish and maintain satisfactory working relationships with fellow employees and the general public.
- Must be available and able to work various shifts, including nights, holidays, and weekends; work on an on-call basis; work irregular job assignments.
- Knowledge of highway maintenance or construction work and materials.
- Knowledge of work zone safety procedures.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.

- * *Must successfully pass drug & alcohol testing and pre-employment physical as required by the Department of Transportation regulations; also must pass a standard background screen.*
- * *All DOT drivers are members of a regional pool and subject to random drug and alcohol screening as required by the Department of Transportation regulations.*