

# MARQUETTE COUNTY JOB DESCRIPTION

**POSITION: General Highway Laborer**

**APPLICATION DEADLINE: Ongoing**

DEPARTMENT: Highway Department	JOB STATUS: Full Time, Hourly
SUPERVISOR: Highway Commissioner / Patrol Super.	PAY CLASSIFICATION: Grade H
APPROVED BY: Highway Committee	DATE APPROVED: February 2019

## **SUMMARY:**

Under the general direction of supervisors, for maintaining State and County Trunk Highways, and right of ways, to effectively perform the duties in a safe and efficient manner in order to maintain the roads for the public traveling throughout Marquette County; also able to perform reconstruction work as needed. Work is performed under the direction of the Highway Commissioner and/or the Patrol Superintendents.

## **QUALIFICATIONS**

### **EDUCATION:**

- High School diploma or GED equivalency, and experience which provides the necessary knowledge, skills, and abilities to accomplish all duties and responsibilities of this position.

### **EXPERIENCE / JOB KNOWLEDGE:**

- 1-2 years' experience working in road construction or maintenance of roads, operating various types of equipment, driving single axle to quad axle dump trucks, tractor-trailers, snow removal experience, or equivalent combination of education and experience that provides the necessary knowledge, skills and abilities to effectively perform the tasks assigned.
- Must possess and maintain a valid Wisconsin Commercial Driver's license classes A, B, C, and D. Including air brake and tanker endorsements, and free of restrictions.

### **DUTIES AND RESPONSIBILITIES:**

- Working with all supervisors to efficiently schedule work and maintain quality.
- Cutting trees and trimming brush, filling potholes, hand digging holes, hand raking material, installing roadside guard rails, signs, etc. Mowing roadsides, cleaning culverts, digging trenches to let water off the road, picking up trash and road hazards.
- Maintaining the trucks and equipment including, but not limited to:
  - Checking all lights and replacing bulbs or sealed beams as needed.
  - Checking tires, maintaining correct tire pressure, changing tires and fixing flats.
  - Greasing the truck and changing oil.
  - Maintaining and replacing all mud flaps.
  - Repairing and replacing mirrors.
  - Replacing wiper blades.
  - Cleaning and maintaining batteries.
  - Changing the cutting edges on the underbody scraper, and repairing all loose or broken bolts and lock pins on the underbody scraper
- Installing, removing and maintaining seasonal equipment, replacing all snowplow shoes and replacing blades on snowplows.
- Cleaning truck box to ensure asphalt and other material is removed.

- If necessary, assist the mechanic or welder with repairs related to the truck or equipment.
- Required to load the truck if necessary and refueling trucks at the start and end of each shift and maintaining and keeping trucks, equipment, and parking stall clean.
- Accurately completing timesheets and daily vehicle condition reports.
- Plowing salting and/or sanding roads and bridges.
- Hauling, dumping, spreading material (gravel, bituminous, etc.).
- Driving on snow and ice covered roads, assisting in emergency situations.
- Attend safety training meetings, abide by all County Highway safety rules.
- Perform other duties as assigned and responsible for keys and/or key fob that will be assigned.

#### **OTHER SKILLS AND ABILITIES:**

- Must be available for emergency call-in 24 hours a day/7 days a week as requested by supervisor.
- Ability to use a transit, determine grade and proper slope for ditches and shoulders.
- Knowledge, ability and skill in the use of measuring devices, assorted hand or power small tools, motorized vehicles, material handling, tractors, mowers, front end loaders, snow removal equipment, rollers, brush chipper, tar kettles, mechanical brooms and other similar equipment.
- Ability and skill to communicate effectively, both orally and in writing or with hand/arm signals.
- Ability to adapt to changing weather conditions.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the public.

#### **SUPERVISORY:**

- Occasional Small Crew Leadership expected.

#### **ADMINISTRATIVE:**

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Individuals may need to supply their own small tools periodically based on work assigned.
- There are yearly allotments for and steel toe work boots.

#### **PUBLIC / CUSTOMER / GOVERNMENT RELATIONS:**

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

#### **SAFETY OF OTHERS:**

- Use of required safety equipment and personal protective equipment.
- Effectively work road-related emergencies to ensure the safety of other employees and public.
- Safe operation of vehicles and equipment used.
- Ability to adjust to all driving conditions.

#### **COMPLEXITY OF DUTIES AND IMPACT OF DECISIONS**

- Read and interpret signs, labels, maps, and drawings.
- Exercise good judgement to ensure the safety of self and others and the safe and efficient use of the department's materials and resources.

## **WORKING CONDITIONS**

### **ENVIRONMENTAL:**

Up to 95% of the work may be performed outdoors, exposed to various seasonal weather conditions, which could involve extreme hot, cold or humid conditions; 75% of the outdoor work has exposure to noise or work involving vibration. Hazards of this position include dangers from mechanical equipment, fast moving vehicles, heights, burns, fumes, mists or gasses, exposure to all weather conditions, dust, heat, equipment noise, electrical, and chemicals. May be required to work long or unusual hours as necessary to meet departmental needs.

### **PHYSICAL DEMANDS / HAZARDS:**

Given the variable and seasonal functions of this position, physical demands vary greatly with work assignments and seasonal demands. Approximately 75-90% of the time, depending on the actual work assignment, the employee will be performing work which could involve vision, hearing, verbally communicating, walking, bending, twisting, feeling, standing, reaching, grabbing, sitting, climbing hills or stairs, stooping, kneeling, crouching, balancing, crawling, climbing ladders and getting on/off equipment are all required at various times/assignments. Good physical dexterity of arms, hands, legs and feet is necessary for accurate and safe operation of heavy equipment. 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. Ability to hear and understand verbal communications while working in noisy environments is required. Vision and hearing are important to this job as are hand and eye coordination. Approximately 10-25% of a shift may be spent lifting and carrying up to 80 pounds, as required.

### **GENERAL:**

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.

Reviewed 8/9/21