

Position Title: Auxillary Patrol Worker

FLSA Status: Non-exempt

Reports to: Highway Commissioner and Supervisor

Department: Highway



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This is a light equipment operator/driver/laborer position in the County Highway Department working out of the designated shop, responsible for maintaining roadways, landscape, and utilities. Employees exercise some independent judgment in performing job duties.

II. Essential Duties and Responsibilities

- Operates light equipment such as, compressor, sand blaster, jackhammer, truck, wheel tractor (wheel-type all sizes), flail mower (guardrail type), rotary brush mower, lawn mower, chain saw, etc.
- Assists in maintenance of highway equipment.
- Erects and takes down snow fences
- Replaces/ repairs guard rails and signs.
- Performs road patching and road maintenance.
- Cleans culverts and ditches.
- Places gravel on roadways and shoulders as needed.
- Assists in repairs to highways and roads.
- Sweeps intersections and bridge decks.
- Clears brush from road right-of-ways.
- Uses various equipment such as hand and power tools, chainsaws, shovels, pick, hammer and brooms
- Maintains wayside grounds and facilities (cleans, mows, etc.)
- Consults with Department personnel regarding vehicle/equipment maintenance and repairs.
- Performs a variety of semi-skilled highway maintenance duties.
- Plows snow.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards.
- Responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Uses breathing apparatus, hearing, gloves, and eye protection as necessary.
- Establishes and maintains effective working relationship with co-workers and others.
- Attends staff meetings and training sessions.
- Responsible for advising supervisor if valid driver's license and good driving record are not maintained.
- Performs related duties as required or directed.

IV. Physical Demands

- Over 60% of time is spent operating light equipment. 50% is spent performing other duties, such as, patching, shoveling, operating small grader behind truck, using the loader, etc., which involves walking, climbing on uneven terrain. Work is performed in all types of weather, including rain, snow, and extreme cold and heat; dramatic shifts in temperature, and noise, vibrations and mechanical hazards are factors. Fumes, gases and odors may also be present in some situations. Uses various equipment such as hand and power tools, chainsaws, shovels, picks, hammers, and brooms. Lifts and carries various debris (up to 50 pounds or up to 75 pounds with assistance from co-workers) such as chunks of concrete, fallen tree limbs, etc. Uses arms and legs to operate controls on equipment. Requires near and far vision for driving vehicles, inspecting road and operating equipment. Uses verbal communication. Reads and writes instructions and records.
- Involves potential and/or direct exposure to blood or body fluids.

V. Education and Training Requirements

- Graduation from high school or GED. One year of experience in highway maintenance or construction work including the operation of variety of highway maintenance equipment. Preference for individual performing similar work for a municipality. Or any acceptable combination of experience and training that provides the required knowledge, skills, and abilities.
- Possession of a valid driver's license, a good driving record, a Class AD commercial driver's license, and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.