

Position Title: Section Patrol Worker

FLSA Status: Non-exempt

Reports to: Highway Commissioner

Pay Grade: 9

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 position performs damage repairs, cleanup, snowplowing, and other roadwork duties. Employee uses independent judgment and often works alone.

II. Essential Duties and Responsibilities

- Operates dump truck with plow, wing and sander, operates loader and wheel tractor for mowing.
- Performs road patching and road maintenance; plows snow; picks up trash and debris along roadside and other debris on or along the road.
- Operates and assists in the maintenance of standard highway equipment.
- Erects and takes down snow fences.
- Repairs/replaces guard rails and signs.
- Receives complaints and requests from the public in the assigned section.
- Keeps records of work performed in the section and time involved in performing the work.
- Maintains availability and accessibility by phone for overtime work during snowstorms or when other road damage occurs.
- Assists in repairs to highways and roads; Places gravel on roadways and shoulders as needed.
- Sweeps intersections and bridge decks.
- Mows and clears brush from road right-of-ways; Cleans culverts and ditches.
- Uses various equipment such as hand and power tools, chainsaws, shovels, pick, hammer and brooms
- Consults with Department personnel regarding vehicle/equipment maintenance and repairs.
- Performs a variety of semi-skilled highway maintenance duties.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Uses breathing apparatus, hearing, gloves, and eye protection as necessary.
- Establish and maintain effective working relationship with co-workers and others.
- Attend staff meetings and training sessions.
- Responsible for advising supervisor if valid driver's license and good driving record are not maintained.
- Performs road patching and road maintenance.
- Performs related work as required or directed.

IV. Physical Demands

Approximately 80-90% of the time work is performed driving the dump truck or driving the tractor-operated mower. Remainder is spent performing other duties, such as, patching, shoveling, operating small grader behind truck, using the loader, etc., which involves lifting, bending, carrying, 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. 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, fall tree limbs, etc. Requires near and far vision for driving vehicles, inspecting road and operating equipment. Reads and writes instructions and records. Communicates with the public.

- May involve potential for minimal exposure to blood/body fluids.

V. Education and Training Requirements

High school graduation or equivalency. Requires 1 year previous experience doing road grading/snow plowing, road construction, light/heavy equipment operation and manual labor. Preference for experience operating dump truck with plow, wing and sander, loader and wheel tractor for mowing and road patching and maintenance operations, and for persons with experience performing similar roadwork duties for a township or other municipality. Must have valid driver's license, good driving record, and Class AD commercial driver's license.