

**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

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| DRAFT <input type="checkbox"/> | FINAL <input checked="" type="checkbox"/> |
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| Position Title: HIGHWAY PATROL | Department: Highway |
| Immediate Supervisor's Position Title: Highway Commissioner | FLSA Status/Pay Classification Code: Non-Exempt |
| Original Description Date: August 2011 | Revised Date: August 2013 |
| Oversight Committee: Highway Committee | Approved Date: |
| Approved by: Human Resources | Approved Date: HR - 9/10/13 |

Job Summary:

Under the supervision of the Commissioner and the Patrol Superintendent, the Highway Patrol person participates in activities associated with road maintenance and road improvement projects. Also provides such services related to the State and County Highway systems and highway safety as generally required or as may be required in emergency situations.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Is responsible for all forms of highway maintenance, including snowplowing, road improvement and repair work.
2. Safely operates various types of heavy and light equipment with proficiency. This includes: trucks, pickup through heavy duty diesels, snowplows, patrol wings, material spreaders, self-contained air compressor with attachments, tractor with commercial mowing attachments, brush chipper, tar kettle with attachments, skid steer loader, and small hand tools such as chainsaws, brush saws, shovel, pickaxe, and weed eaters.
3. Performs preventative maintenance in accordance with prescribed methods.
4. Completes accurate operational and preventative maintenance records in a neat, clear, and concise manner.
5. Assists with equipment maintenance including, but not limited to, greasing, oil changes, regular thorough washing and cleaning, minor repairs, mounting and dismounting of equipment attachments, changing plow and wing blades.
6. Operates technical equipment, measuring devices including measuring tape, and mobile radio. Responds to emergency calls at anytime, including weekends, evenings and holidays.
7. All other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

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|---|--|-----------------------------------|
| <input checked="" type="checkbox"/> High School Diploma or Equivalent | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A | Major field of study or emphasis: |
| <input type="checkbox"/> 2 Year College Degree | <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A | |
| <input type="checkbox"/> 4 Year College Degree | <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A | |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A | |

B. Licensure/Certification:

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| <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A |
| Possession of valid Class B Wisconsin Commercial Driver's License upon hire with attainment of a Class A license with N and Air Brake Endorsements within six (6) months of hire date. An applicant's driving record for the five (5) years prior to date of hire will be reviewed. A revocation, suspension, or the accumulation of six (6) or more demerit point in that period may be grounds for disqualification. |

C. Required Work Experience:

In addition to Education/Licensure

Instead of Education/Licensure

One to three years of prior experience as equipment operator and/or commercial driving experience preferred.

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- Over 50% of the work is spent sitting, hearing, using far vision, and low handling. A lesser amount of time (35%) is spent standing, walking, feeling, talking, using near vision, low lifting up to 50 lbs., low pushing/pulling, and medium handling. Stopping, kneeling, crouching, climbing (using legs and feet), reaching, balancing, bending/twisting, medium/high lifting up to 100 lbs., low/medium carrying, medium pushing/pulling and low fingering is done to a lesser degree (10% of the time). In non-routine conditions (5% of the time), crawling, running, climbing (using legs and arms for support), very high lifting over 100 lbs., high/very high carrying, high/very high pushing/pulling, high handling and medium/high fingering are necessary.
- Over 80% of the work is performed outside. Working in extreme cold; extreme heat; noise; experiencing dramatic shifts in falling temperature; occur 25% of the time. Hazards from fast moving vehicles; working inside; dramatic shifts in rising temperature; humid conditions; vibrations occur 10% of the time. In unusual situations, wet conditions are present as well as many hazards – mechanical, electrical burs, and heights over 12 feet. Fumes, mists gases, odors, dust, poor ventilation and being in a physically confining area are also present in unusual situations.
- Ability to establish and maintain effective working and public relations.
- Ability to read, write, understand, follow and issue oral and written instructions.
- Ability to keep neat, clear and accurate records.
- Ability to apply concepts such as fractions, percentages, and ratios to practical situations.
- Ability to solve practical problems and deal with a variety of situations.
- Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
- Complies with applicable federal and state laws and established County procedures, policies and standards.

SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

| Titles of Positions Supervised: | # of Employees: |
|--|------------------------|
| N/A | |

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

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|-----------------------------------|--------------|
| Employee Signature: | Date: |
| Supervisor Signature: | Date: |
| Human Resources Signature: | Date: |

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.