

**RICHLAND COUNTY**  
**POSITION DESCRIPTION**

**Position Title:** Eq. Operator/Patrolman

**Department:** Highway

**Reports to:** Highway Commissioner

**Pay Grade:** Job Classification V - Eq. Operator/Patrolman

**Date:**

**Hours Per Week:** 40

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**PURPOSE OF POSITION**

Under the general supervision of the Highway Commissioner and Patrol Superintendent as well as Foremen. These positions are primarily dedicated to the maintenance operations on our State trunk highway system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- ▶ Work cooperatively with supervisors, co-workers, town personnel, and the public in all aspects of roadway construction and maintenance, including proper safety and work zone signing procedures.
- ▶ Responsible for scheduled service maintenance on assigned equipment.
- ▶ Responsible for designated winter plow route when called upon.
- ▶ Responsible for ordering Digger's Hotline locate tickets when applicable.
- ▶ Responsible for record keeping and inventory controls.
- ▶ Responsible for routine section surveillance and necessary emergency roadway repair work when called upon.
- ▶ Responsible for participation of any and all safety related training required by County, State, and Federal agencies.

**MINIMUM TRAINING, EXPERIENCE, AND SKILLS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- ▶ Must have high school diploma or GED.
- ▶ Must have knowledge and general understanding of highway maintenance.
- ▶ Ability to perform scheduled maintenance on assigned equipment.
- ▶ Ability to communicate both orally and in writing with a variety of people, supervisors, town personnel, co-workers, and general public.
- ▶ Ability to work alone or in teams of co-workers.
- ▶ Ability to work in adverse weather/environmental conditions.
- ▶ Must have a valid Wisconsin CDL driver's license with ABCD endorsements.
- ▶ Must submit to random drug and alcohol testing.
- ▶ Be available evenings, weekends, and holidays.

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language ability and Interpersonal Communication**

- ▶ Ability to communicate effectively with supervisors, staff, general public, and town personnel.
- ▶ Talk to supervisors, co-workers, and public.
- ▶ Ability to comprehend a variety of documents including plan sheets, drawings, diagrams, specifications, or other directives.

### **Mathematical Ability**

- ▶ Ability to add, subtract, multiply, divide, and calculate decimals and fractions.
- ▶ Ability to compare, count, differentiate, measure and/or sort information.

### **Judgment and Situational Reasoning**

- ▶ Ability to lead others and reinforce thinking to perform tasks.
- ▶ Ability to apply abstract thinking to perform tasks.
- ▶ Ability to work independently and with others.
- ▶ Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- ▶ Ability to use independent judgment.
- ▶ Ability to solve practical problems.
- ▶ Ability to analyze data and information.

### **Physical Requirements**

- ▶ Large percentage of time is working outdoors, operating heavy equipment, driving truck, or doing manual labor.
- ▶ Must be able to lift 100 pounds.
- ▶ Daily work varies but could include sitting or standing for long periods of time, walking, kneeling, crouching, climbing, or stooping.
- ▶ Use of hearing, near and far vision, and ability to work with hands.
- ▶ Daily travel to and from job sites as well as extended driving during winter season.

### **Environmental Adaptability**

- ▶ Ability to work in vast temperature variations, noise, dust, dirt, fumes, and smoke.
- ▶ Ability to work in adverse (worst possible) weather conditions.
- ▶ Ability to work in conditions that pose moderate risk of cuts, burns, bruises, or other physical harm.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating responsibilities, duties and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

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Employee's Signature

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Highway Commissioner Signature

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Date

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Date