

Richland County

Position Description

Position Title: Patrolman/Operator

Department: Highway

Reports to: County/State Highway Superintendent

Pay Grade:

Date: 09/07/2024

Hours per week: 40

Purpose of Position

This position is responsible for maintenance operations on the State/County roadway system.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all aspects of roadway construction and maintenance including proper safety and work zone signing procedures.
- Performs daily road repair operations including culvert replacement and inventory, road grading, and debris and tree removals.
- Performs snow and ice removal operations.
- Operates heavy and light equipment to accomplish road and right-of-way maintenance including trucks GVWR10000>, skid steer, loader, excavator, dozer, tractors, and a variety of tools and equipment including chainsaws.
- Performs scheduled service maintenance on assigned equipment.
- Completes record-keeping and inventory controls.
- Performs routine section surveillance and emergency roadway repair work.
- Works cooperatively with supervisors, co-workers, officials and the public.
- Participates in safety training required by county, state and federal agencies.
- Attends trainings and meetings.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and some applicable experience/training. Must have a valid Wisconsin CDL driver's license with ABCD endorsements and must submit to random drug and alcohol testing.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, with a variety of people.
- Ability to work alone or in teams of co-workers.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge and Abilities

- Knowledge and general understanding of road maintenance activities.
- Ability to perform maintenance on assigned equipment.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge and skill in operating a wide variety of heavy and light department equipment.
- Ability to work in adverse weather and environmental conditions.
- Ability to use independent judgment.
- Ability to be available as needed outside normal work schedule.
- Ability to handle a variety of typical assignments and problems under moderate supervision within standard operating procedures.

Physical Requirements

- Ability to operate equipment and machinery requiring complex and rapid adjustments.
- Need for finger dexterity, using hearing, near and far vision.
- Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, standing, kneeling, walking, crouching, lifting, carrying, pushing, and pulling.
- Ability to sustain prolonged visual concentration.
- Ability to lift 100 pounds.

Working Conditions

- Exposure to environmental factors such as vast temperature variations, adverse weather conditions, noise, dust, fumes, wetness, and smoke.
- Exposure to working around machinery and traffic hazards.
- Ability to work in conditions that may cause some discomfort and present a risk of injury

Special Requirement

As a post-offer pre-employment condition, a criminal background check conducted by the State Department of Justice (DOJ) including FBI fingerprinting must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

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

Employee's Signature

Date

Supervisor's Signature

Date