

**FOREST COUNTY HIGHWAY DEPARTMENT**  
Position Description

Position Title: Patrolman  
Reports to: Highway Commissioner  
FLSA Status: Non-Exempt  
County Status: Regular Full Time Employee (40 Hour Work Week)  
Pay Grade/Pay Structure:\$20.22-\$22.46 per hour

**I. Position Summary:**

Performs a wide variety of semi-skilled tasks involved in the maintenance and repair of roads, highways, bridges and associated rights-of-way. Performs related duties as required.

**II. Primary Duties and Essential Responsibilities:**

- Perform the maintenance on the State and County Highway System, including, plowing snow and salting, mowing grass, patching blacktop, cutting brush, installing signs, grading gravel shoulders, and maintaining sign free right-of-way.
- Responsible for the operation of heavy equipment such as end loaders.
- Ability to work with minimal supervision.
- Subject to call at all times for winter snow and ice removal, and other emergency and non-emergency situations.
- Maintains records, coordinates materials, and makes reports as required.
- Attends meetings and continuing education seminars and training courses, as needed.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

**III. Additional Responsibilities**

The employee may be assigned to work on Trunk Highways as directed by a Supervisor, the Highway Commissioner, and/or Patrol Superintendent. Employee must have a good working knowledge of the patrol truck to be able to make minor repairs and do routine maintenance.

**IV. Supervision**

Under the direct supervision of the Highway Commissioner, Patrol Superintendent, and/or other supervisor, as assigned.

**V. Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl; talk or hear; and sit. The employee frequently is required to walk and occasionally is required to smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Long hours of continuous work with limited rest during emergency and weather related situations.

While performing the duties, nearly 100% of work activity is performed outdoors where the employee is protected 50% of the time by a vehicle. Employee is subject to cold, heat, wet, dust, and or humid conditions; noise; moving mechanical parts; and vibration. Employee is subject to hazards, which include fast moving vehicles, radiant exposure (sunburn), precarious places; risk of electrical shock and vibration; and occasional exposure to chemicals, and fumes or airborne particles. Injury from hazards can be avoided by following described safety measures.

The noise level in the work environment is usually moderate to loud.

## **VI. Minimum Qualifications**

**Education:** High school diploma or equivalent.

**Experience:** Experience not required, as employee is trained upon hiring.

### **Skills, Knowledge and Abilities:**

- Ability to operate, or learn to operate, heavy equipment such as those used for plowing snow, moving earth, grading, and rolling surfaces including, but not limited to: large trucks, small and large graders, snow plows and sanders, sweepers, loaders, center striping machine, rollers, mowers, tar kettles, backhoes, other related maintenance equipment and a variety hand and power tools.
- Ability to learn and perform all aspects of Highway maintenance work and Highway operations; and knowledge of and demonstrated ability to conform to goals, policies, procedures, and appropriate safety regulations of the Highway Department.
- Good knowledge of traffic laws, ordinances, and regulations involving highway equipment operation and EPA Regulations with respect to general functions performed.
- Ability to perform heavy manual work in all types of weather conditions and ability to service and make minor mechanical repairs/adjustments and routine preventative maintenance to equipment.
- Ability to organize and maintain accurate and complete records and reports.
- Ability to work effectively and cooperatively with co-workers and supervisors.
- Demonstrated reliability in attendance and flexibility to work long hours, especially in adverse weather conditions.

**Licenses and Certifications:** Employee must have a valid Commercial Driver's License, with all the necessary endorsements.

**Forest 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on October 8, 2013

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_