

**RICHLAND COUNTY
POSITION DESCRIPTION**

Position Title: Equipment Oper./Patrolman **Department:** Highway
Reports to: Highway Commissioner **Pay Grade:** Equipment Operator/Patrolman
Date: February 21, 2018 **Hours Per Week:** 40

PURPOSE OF POSITION

Under the general supervision of the Highway Commissioner and Patrol Superintendent, as well as, foremen. This position carries a variation of responsibilities.

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 operation of assigned pieces of equipment.
- Responsible for designated winter plow route when called upon.
- 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.
- 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.

Interested candidates shall submit a letter of intent by no later than March 14, 2018 @ 3:30 p.m.

If you have any questions regarding this position, please contact me.

Bill Condon
Highway Commissioner