



Winnebago County  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Highway Operator I

**LOCATION:** Highway

**HIRING RANGE:** \$25.25 - \$28.04/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 40+

**WORK HOURS:** 6am-4pm/7am-3pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## **WINNEBAGO COUNTY POSITION DESCRIPTION** *July 2017*

**POSITION TITLE:** Highway Operator I

**DEPARTMENT:** Highway

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Performs manual labor and operates trucks and other equipment as required by the Highway Department's operations, in order to keep roadways within the county safe and free of debris.

### **ESSENTIAL FUNCTIONS:**

1. Safely and efficiently operates trucks and other equipment according to departmental operations and follows all safety procedures associated with the equipment.

2. Performs a variety of manual labor as needed and does so with little supervision at times.
3. Performs daily walk around inspections and routine equipment maintenance on assigned Highway Department equipment.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Accurately records daily time worked, including machinery and materials used, in accordance with the departmental process.
2. May oversee a crew of unskilled or semi-skilled laborers.
3. Works with others in a team environment and portrays a positive attitude.
4. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Highway Maintenance Superintendent and Traffic Operations Supervisor.
2. Takes direction from and works with Foreman and works with Highway Operator IIs.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High School diploma or equivalent.
2. Related municipal, construction, or snow removal experience preferred.
3. Current valid Wisconsin driver license, Class A Commercial Driver's License with Tanker Endorsement, and no vehicle restriction. A Class B Commercial Driver's License may be considered but must obtain Class A license within six months of hire.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the safe operation and maintenance of all highway equipment.
2. General knowledge of the state, county, and local transportation systems as well as the geographical locations of area municipalities.
3. Working knowledge of internal combustion engines and the ability to perform minor maintenance and repairs on Highway Department equipment.
4. Strong written and verbal communication skills.
5. Ability to receive detailed instructions and accurately perform the related work.
6. Knowledge of traffic control and safety devices as they apply to the Highway Department operations
7. The completion of a skills test may be required depending on number of qualified applicants.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform strenuous and heavy manual labor.
2. Ability to work in continuous exposure to extremes in temperature and inclement weather.
3. Ability to sit for long periods of time while operating equipment.
4. Ability to stand and walk for long periods of time.
5. Ability to work adjusted shifts as weather and departmental work determines.