**Sauk County**

**Position Description**

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| **Department:** | Highway | **Pay Grade:** | 15 | **FLSA:** | E |
| **Date:** | May 2013 | **Reports To:** | Highway Commissioner |

**Purpose of Position**

The purpose of this position is to direct and supervise maintenance and repair of County/State highways and other assigned roads within Sauk County.

**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.**

* Reports to Commissioner daily for review of work schedule, gives progress reports for current projects, provides multiple storm reports when needed and advises Commissioner of any serious deteriorating road conditions.
* Assigns daily highway maintenance tasks and needed equipment to patrol personnel. Approves needed maintenance and repair materials on daily, weekly and seasonal basis.
* Supervises daily operations of State and County maintenance personnel and works with WisDOT Maintenance Engineers and County foreman to furnish needed personnel and equipment.
* Supervises work through reports and on-site inspection. Instructs workers. Patrols highways to assess need for repair, signing, maintenance and snow and ice removal. Allocates personnel and machinery for snow and ice removal.
* Contacts personnel as required for emergency conditions outside regular hours.
* Reviews and approves contractor price quotes for culverts, guardrails, and patching and paving materials. Calculates amount of patching/paving and repair materials.
* Assigns project and work locations, determines crew size, type of equipment and materials to be used as well as establish work standards for maintenance activities.
* Remains on-call for emergency and weather-related situations.
* Responsible for proper use and upkeep of Highway equipment, for materials and supplies, and records and reports for State and County maintenance projects.
* Writes permits for private work on highway right-of-ways.
* Assigns crews to complete all State Maintenance Agreement projects on State Highways as authorized by State Maintenance Engineers and Commissioner.
* Maintains communication with municipal officials regarding contracted work. Coordinates municipal work schedules.
* Determines start of roadside cleanup, patching, resurfacing, grading, grass mowing, snow plowing, sanding and salting operations. Reviews plans as necessary with Highway Commissioner.
* Coordinates maintenance and repair work with State Department of Transportation, Department of Natural Resources and other agencies. Coordinates repair with Sheriff's Department regarding accidents and road closures. Advises schools of poor winter road conditions.
* Assists in interviews, make hiring recommendations, evaluates and disciplines assigned employees per established procedures.
* Regular attendance and punctuality required.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.**

* Picks up and delivers repair and equipment parts, time cards and material slips from other shops.
* Washes and fuels vehicle.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma, with vocational/technical training preferred, and three to five years highway maintenance and repair experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Ability to obtain a commercial driver's license Class A, B, and C with N, endorsements required.

Ability to obtain certifications in Federal Mine Safety, First Aid and CPR, Forklift Operator, Chainsaw Safety, Excavation Safety, Work Zone Safety, WisDOT Emergency Traffic Control and Scene Management, and Sauk County Safety Guidelines.

Ability to proficiently operate personal computer equipment and MDSS program.

Must be available for emergency call-in 24 hours a day/7 days a week.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

* Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
* Ability to manage and direct a group of workers. Ability to counsel and mediate. Ability to persuade, convince and train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
* Ability to utilize advisory data and information such as financial statements, technical operating manuals, construction and maintenance contracts, blueprints, accident reports, budget summaries, Department of Transportation specifications and manuals, Highway Department procedures, guidelines, non-routine correspondence and laws.
* Ability to communicate effectively with State DOT personnel, Department personnel, Digger's Hot Line personnel, contractors, law enforcement, municipal officials.

**Mathematical Ability**

* Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

**Judgment and Situational Reasoning Ability**

* Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.
* Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing

**Physical Requirements**

* Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to handle, load and unload, and move and guide material using simple tools. Ability to use levels, transits, measuring devices, all County Highway heavy equipment and vehicles, chainsaw, mechanic's hand tools.
* Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry and assembling.
* Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance.
* Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

**Environmental Adaptability**

* Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, electrical currents, machinery and/or dust, to work under mildly unsafe and comfortable conditions.

Sauk 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 and current employees to discuss potential accommodations with the employer.

Employee's Signature Supervisor's Signature

Date Date