

JOB TITLE:	DEPARTMENT:
HIGHWAY MAINTENANCE SPECIALIST	HIGHWAY
STATUS:	BENEFITS:
SUPERVISORY DUTIES:	REPORTING RELATIONSHIP: HIGHWAY MAINTENANCE SUPERINTENDENT
LAST UPDATED:	UNION: LOCAL #49

Position Details: Performs tasks to maintain Fillmore County roads, facilities and grounds to provide for the safety and adequate travel and accessibility for the public. Includes aspects of maintenance, heavy equipment operation, tool use, construction, and traffic control.

Highway Maintenance Duties and Responsibilities:

- Plows and wings snow and applies ice control materials.
- Asphalt patching, crack filling and gap filling.
- Blading roads to maintain gravel roads.
- Repair and replace culverts.
- Reshape and clean ditches and waterways.
- Bridge repair and maintenance.
- Roadside mowing, spraying, cleaning and grubbing.
- Complete records and reports regarding time and job codes.
- Must be available for callouts for seasonal and emergency operations.

Equipment Operator Duties and Responsibilities:

- Equipment operation including: snow plow/dump truck, road grader, payload, mowers, dozer-backhoe, semi-truck and trailer, pickup, forklift, water truck and pumps, router and crack filling equipment, and excavator.
- Equipment maintenance including inspection, servicing, and assisting mechanics in repair activities.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with Fillmore County.

Position Requirements

Knowledge, Skills and Abilities:

- Knowledge of proper and safe operation, servicing and maintenance of heavy equipment.
- Knowledge of local and state laws and regulations regarding the operation of equipment, particularly those pertaining to their operation on public streets.
- Working knowledge of weed and brush control practices and the application of chemicals.
- Knowledge of road construction and operating procedures.
- Familiarity with OSHA and relevant Department of Labor laws and requirements.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Education and Experience: Requires High School Diploma or GED and minimum of one-year work experience in the operation of highway construction or maintenance equipment. Experience with snow removal and ice control in a road system environment is preferred.

Licenses/Certifications: Requires valid Minnesota Commercial Driver's License. Forklift and safety right to know certification required within one year of hire.

Physical and Mental Requirements: Positions in this job typically require: sitting, standing, walking, bending, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may encounter unexpected and prolonged workdays. This position is generally medium-duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

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

Working Conditions: Work is performed primarily in a field environment. Some work involves working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is occasionally loud.

Competencies Common to All County Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

***The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*