

JOB OPENING
CRAWFORD COUNTY HIGHWAY DEPARTMENT

Is accepting applications for the position of

HIGHWAY PATROLMAN

Knowledge and experience in: road and highway maintenance and construction; occupational hazards and safety precautions; ability to work from oral or written instructions; must possess physical condition, agility and ability to perform essential job functions in varied working conditions.

Applicants shall have graduated from an accredited high school or GED, at least two years of experience in truck driving, equipment operations and construction or any acceptable equivalent combination of experience or training. Experience working on highway maintenance and construction equipment. **Must possess a Commercial Driver's License with class BCD**; including Class A and endorsement N or ability to obtain Class A and endorsement N within reasonable amount of time. Must have a clean driving record.

All persons applying must complete a new application.

For information call 608-734-9500, Ext. #0 or Ext. #5 or email request for job description and application to jcheck@crawfordcountywi.org, or go online at www.crawfordcountywi.org or may be obtained from the Crawford County Highway Office located at 21515 State Highway 27, Seneca, Wisconsin. Email applications and resumes to jcheck@crawfordcountywi.org, drop off or mail to Crawford County Highway Department, 21515 STH 27, P.O. Box 39, Seneca, WI 54654. Crawford County Highway Department is an Equal Opportunity Employer.

By Order of the Crawford County Highway Committee
Kyle Kozelka, Commissioner

**CRAWFORD COUNTY
POSITION DESCRIPTION**

TITLE: HIGHWAY PATROLMAN

DEPARTMENT: Highway

LOCATION: Main County Highway Shop
21515 STH 27, Seneca WI 54654,
or designated shop locations

OVERVIEW:

This is a skilled position working in the County Highway Department under the direction of the Highway Commissioner, Patrol/Shop Superintendents and Foremen/Lead Workers. Employees in this position will perform a variety of tasks in maintaining and repairing roadways and related infrastructure. Daily job duties and responsibilities may vary, and will be at the discretion of the supervisory positions.

ESSENTIAL JOB FUNCTIONS:

- Discusses job requirements with, and receives instructions from, the Highway Commissioner, Superintendents, and Highway Foremen.
- Communicates effectively with supervisors and crewmembers.
- Performs routine maintenance and makes minor repairs and adjustments to machinery as needed.
- Maintains availability and accessibility by phone for overtime work during snowstorms or when other road damage occurs.
- Keeps time sheets and daily records of labor, machinery and materials.
- Operates trucks, road maintenance and construction equipment as necessary.
- Performs a variety of manual labor highway maintenance duties.
- Responsible for working safely and following safety practices and standards of the Highway Department, using hearing, eye protection, and other personal protective equipment whenever necessary.
- This is a public service position, and employee is required to be courteous, cooperative and respectful at all times, with the public and clients. Also establishes and maintains a courteous, cooperative and respectful working relationship with other employees, supervisors and public officials

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to respond quickly in emergency situations or during storm events.
- Considerable knowledge of road and highway maintenance and construction
- Considerable knowledge of occupational hazards and safety precautions.

- Ability to work from oral or written instructions.
- Must possess physical condition, agility and ability to perform essential job functions in varied working conditions.

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS:

- Graduation from an accredited high school or GED.
- Two years of experience in truck driving, equipment operations, and construction or any acceptable equivalent combination of experience and training.
- Must possess a Commercial Driver's License with Class BCD, including Class A and endorsement N, or the ability to obtain Class A and endorsement N within a reasonable amount of time. Must have a clean driving record.

Rev 5/27/2020

Rev 6/7/2021

POSITION TITLE:
HIGHWAY PATROLMAN

This is currently a Chapter 4 - Personnel Policy County Employment Position.

Starting wage ranges between \$19.38 per hour and \$22.16 per hour, based on experience.

On the first day of the month which begins following the completion of 30 calendar days of employment you are eligible for health insurance, life insurance, paid holidays, sick leave and vacation. You receive (1) sick day per month which can be accumulated up to (100) days maximum. Vacation is 6.67 hours per month, 80 hours after (1) year of service, 120 hours after (3) years of service; 160 hours after (8) years of service, and after (20) years of service (1) additional day is added per year with a maximum of (25) days total.

There are (10) paid Holidays with (2) Floating Holidays per year.

State retirement is partially funded by the County with employee contribution at 6.5%.

Life insurance is paid by the County. Health insurance is currently provided through the State Standard Plan or qualified HMO. Employees have a \$1,000.00 deductible for a family plan and \$500.00 for a single health plan. Insurance premium co-pays are based on the HMO provider selected by the employee.

Longevity pay is paid after two (2) years of employment as a percentage of your base salary.