CRAWFORD COUNTY HIGHWAY DEPARTMENT

SEASONAL SUMMER EMPLOYMENT POSITION
Main County Highway Shop at 21515 STH 27, Seneca WI 54654

This is a seasonal summer position working in the County Highway Department.

**JOB DUTIES:** Traffic control – flagging and signing for various roadway projects; mowing roadsides; assisting mechanics in the shop; landscaping; various buildings and grounds upkeep; keep time sheets and daily records of labor, equipment and materials; responsible for working safely and following safety practices and standards of the Highway Department, using hearing and eye protection, and other personal protective equipment whenever necessary.

**OTHER REQUIREMENTS:** Graduation from an accredited high school or GED. Must possess a valid Driver’s License. Must have a clean driving record. Must possess physical condition, agility and ability to perform essential job functions in varied working conditions. Ability to work from oral or written instructions.

All persons applying must complete a new application.

For more 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 to www.crawfordcountywi.org or may be obtained from the Crawford County Highway Office located at 21515 State Highway 27, Seneca, Wisconsin. Deadline for returned applications shall be no later than Noon on Wednesday, April 1, 2020. Email them to CLeachman@crawfordcountywi.org, or mail to Crawford County Human Resources Specialist, 225 N. Beaumont, Suite 139, Prairie du Chien, WI 53821. 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: SEASONAL SUMMER EMPLOYMENT

DEPARTMENT: Highway

LOCATION: Main County Highway Shop
21515 STH 27, Seneca WI 54654

OVERVIEW:

This is a seasonal position working in the County Highway Department under the direction of the Highway Commissioner, Patrol/Shop Superintendents, and Foreman/Lead. Daily job duties and responsibilities may vary, and will be at the discretion of the supervisory positions.

JOB DUTIES:

- Traffic control – flagging and signing for various roadway projects.
- Mowing roadsides
- Assisting mechanics in the shop
- Landscaping
- Various buildings and grounds upkeep
- Keep time sheets and daily records of labor, equipment and materials.
- 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.

OTHER REQUIREMENTS:

- Graduation from an accredited high school or GED.
- Must possess a valid Driver’s License. Must have a clean driving record.
- Must possess physical condition, agility and ability to perform essential job functions in varied working conditions.
- Ability to work from oral or written instructions.
POSITION TITLE:
SEASONAL SUMMER EMPLOYMENT POSITION(S)

Wages for this contract period is $12.14 per hour.

The position(s) consists of a 40 hour work week primarily, hours may fluctuate dependent on work and weather. The position normally is from mid May through end of August and maybe shortened or extended as needed, dependent on work and weather. Summer hours normally are 6:30 a.m to 4:30 p.m. Monday – Thursday, with Friday hours or overtime hours as directed.

Overtime maybe required as needed.

There are no benefits with this position.