

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** HIGHWAY GENERAL LABORER (SUMMER-LTE)

**DEPARTMENT:** HIGHWAY

**LOCATION:** GREEN LAKE AND/OR MANCHESTER HIGHWAY BUILDING

**SUPERVISOR:** HIGHWAY COMMISSIONER AND/OR PATROL  
SUPERINTENDENT

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### **SUMMARY:**

Under general direction, it is the responsibility of the Highway General Laborer (Summer-LTE) to aide in the maintenance of State and County Trunk Highways, ditches and right of way so as to aide in the safe flow of traffic throughout Green Lake County; to perform maintenance work as needed.

### **DUTIES AND RESPONSIBILITIES:**

The percent of time spent on various jobs in the Highway General Laborer (Summer-LTE) classification can vary from job to job and season to season and within the season based on many variables that need to be taken into consideration. Given these elements of change, approximately:

- Mowing, tree and brush control: 30% of the time.
- Blacktop and shoulder work, including filling potholes: 20%of the time.
- Flags and directs traffic when work is being conducted on roads: 20% of the time.
- Clears debris and picks up litter: 10% of the time.
- Assists in the upkeep, maintenance and repair of buildings, grounds and equipment: 10% of the time.
- Performs other work as assigned by the Commissioner or Superintendent: 10% of the time.

### **SKILLS AND ABILITIES:**

- General knowledge of methods, materials, and equipment used in road construction and maintenance projects.
- Knowledge, ability, and skill in the use of measuring devices, assorted small tools (hand and/or power), motorized vehicles, and lawn mowers. Assorted personal protective equipment, as required.
- Ability and skill to communicate effectively, orally, in writing, and with hand and arm signals.
- Ability to adapt to changing conditions.
- Ability to work flexible schedule to accommodate the needs of the department.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public.

## **QUALIFICATIONS:**

**EDUCATION:** High School diploma or GED equivalency desired.

**EXPERIENCE / JOB KNOWLEDGE:** One to two years of experience working in road construction and maintenance is preferred or experience that provides the necessary knowledge, skills, and abilities. Must possess and maintain a valid driver's license.

## **WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Given the variable and seasonal functions of this position, physical demands vary greatly from work assignments and seasonal demands. Approximately 75% to 90% of the time, depending on the actual work assignment, the employee will be performing work which could involve acute vision demands, walking, bending and twisting, feeling, standing, reaching, sitting, climbing hills or stairs, stooping, kneeling, verbally communicating, grappling, crouching, balancing, crawling and climbing ladders, and getting on and off equipment. Stated demands are all required at various times and for various assignments. Communications while working may be verbal. Good peripheral vision is necessary to assist the operator with maintenance and construction work as well as safety in work operations especially when working in traffic. Vision and hearing are important to this job, as are hand and eye coordination. Approximately 10% to 25% of a shift may be spent lifting and carrying up to eighty (80) pounds, as required.

**ENVIRONMENTAL DEMANDS:** Up to 95% of work can be performed outdoors, exposed to seasonal weather elements, which could mean extreme hot, cold, or humid conditions; 75% of work has exposure to noise or work involving vibration; 5% of work could be performed indoors. Hazards of this position include: dangers from mechanical equipment, fast moving vehicles, heights, burns, fumes, mists or gasses, noxious odors, exposure to weather, dust, heat, equipment noise and fumes, electrical, and chemicals. Employee may be required to work long or unusual hours as necessary to meet departmental needs.

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 and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

*Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.*

April 2018