



## JOB DESCRIPTION

<b>Department</b>	Department of Public Works
<b>Location</b>	Roger Prange, 8600 Green Bay Road, Pleasant Prairie, WI 53158
<b>Job Title</b>	Highway Maintenance Worker (Levels I – III)
<b>Classification</b>	Hourly/Non-exempt
<b>Pay Range</b>	\$23.00/hr. - \$34.87/hr.

### Job Summary

The Highway Maintenance Worker is a full-time, technical, field position in the Department of Public Works and reports to the Highway Crew Lead. The primary responsibility of this position is to provide assistance in the operation, maintenance, and repair of the Village's streets, storm water, and street light infrastructure. This position performs the full range of inspection, maintenance, installation, and repair assignments. Hours are 6:00 a.m. to 4:30 p.m., 4 days a week. Workdays may fluctuate on a rotating 10 hour schedule basis with some weekend, holiday, and overtime work required.

### Essential Job Functions

#### Highway Maintenance Worker – Level I \$23.00/hr. - \$25.25/hr. PW17

- Utilizes a PC based computer to monitor work orders, record work, and generate various reports.
- Performs inspection, maintenance, installation, and repair of the Village's streets, storm water, and street light infrastructure.
- Utilizes equipment for highway maintenance activities, including, but not limited to, chainsaw, router, brush chipper, and Vac truck.
- Safely operates snow removal equipment.
- Utilizes safe practices and takes protective measures as required, including wearing all applicable Personal Protective Equipment (PPE).
- Follows all Village policies and procedures, and Village codes and ordinances.
- Performs other duties and special assignments as directed within the scope of the Public Works Department.

#### Highway Maintenance Worker – Level II \$26.09/hr. - \$28.69/hr. PW14

##### *In addition to Level I*

- Familiar with the operations, objectives and equipment of highway maintenance activities and projects.
- Operates highway maintenance equipment including, but not limited to, hot tar crack fillers, dual vibrating drum rollers, skid steer, loader, street sweeper, sewer cleaner, and hot air lance.
- Maintains and repairs storm water pipes, service lines, street light infrastructure, catch basin, and curb and gutter sections.
- Installs and replaces culverts: storm main installation, cleaning and maintenance, clean ditches and dig trenches.
- Supports in the fabrication and placement of Village signage.
- Participates in on-going training and interprets construction plans, reads maps, and is familiar with shouldering truck operations.
- Conducts basic tree trimming / pruning with small equipment and hand tools from the ground and aloft.

#### Highway Maintenance Worker – Level III \$31.00/hr. - \$34.87/hr. PW11

##### *In addition to Levels I & II*

- Ability to set grade for culvert and storm infrastructure installation.
- Safely operates heavy highway maintenance equipment including, but not limited to, excavators, graders, and tractors.
- Leads major highway maintenance and highway inspection projects.
- Thorough knowledge of Forestry Truck operations such as driving and working aloft.

### Physical Requirements

- Essential job functions of this position require a significant amount of standing, walking, sitting, pushing, pulling, stooping, crouching, kneeling, climbing, and lifting and carrying a range of weight up to 100 pounds.
- Must be capable of physically demanding work in inclement weather for an extended period of time and in areas of noxious odors and smells, in wet or muddy areas, work in close proximity to loud and moving equipment and work in an environment where the noise level is usually moderately loud.

- Must have the ability to recognize possible exposure to carcinogenic dusts such as asbestos, toxic substances such as carbon monoxide, gases such as methane and hydrogen sulfate, or organic solvents either through inhalation or skin contact.
- Frequent public interaction which requires the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

**Requirements - educational, certifications and experience – Level I**

- High School Diploma or equivalent.
- Ability to obtain and maintain a valid Driver’s License; Commercial Driver’s License – Class B within six (6) months of employment.
- Snow removal experience preferred.
- Ability to obtain First Aid-CPR Certification.
- Ability to obtain HAZWOPER Training within six (6) months of employment.
- Ability to obtain Confined Space Certification.
- Ability to complete Workzone Safety Training.

**Requirements - educational, certifications and experience – Level II**

***In addition to Level I***

- 1+ years of experience in Public Works Department or related field.
- Ability to complete Winter Operations Salt Reduction Training.
- Ability to complete Salter Calibration Training.
- Ability to complete Basic Grade (for construction) Training.

**Requirements - educational, certifications and experience – Level III**

***In addition to Level II***

- 2+ years of experience in Public Works Department or related field.
- Ability to obtain and maintain a valid Commercial Driver’s License – Class A
- Ability to complete Forestry Maintenance Training.

I have read and understand the job duties and physical requirements of this position.

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Signature (employee)

\_\_\_\_\_  
Date

Village of Pleasant Prairie is an Equal Opportunity Employer.