



# SUMMER HELP POSITION DESCRIPTION

1430 West St. Wausau, WI 54401 | [www.co.marathon.wi.us](http://www.co.marathon.wi.us) | Phone: 715-261-1800 | Fax: 715-261-1810

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## General Function

This highway department position performs duties as assigned, including any or all of the following: replacing employees who are absent, burying dead animals, sweeping intersections, hand mowing, patching roads, driving truck, performing flagging duties, and cutting brush.

## Reports To

Marathon County Highway Commissioner, Maintenance Managers, and/or Maintenance Supervisors

## Supervises

No supervisory responsibility.

## Responsibilities

### Essential Functions

- Check truck or light & medium level equipment points before operating (engine, tires, lights, etc.).
- Operate industrial lawn mower and/or tractor for roadside maintenance.
- Collect refuse and dead animals from assigned roadways.
- Check for road signs that may be down.
- Sweep intersections, patch roads, tar cracks, and cut brush.
- Coordinate traffic control (flagging).
- Know and practice the safety policies of the County, such as wearing personal protective equipment, including but not limited to steel-toed boots, hearing protection, eye protection, and safety vests, whenever required
- Perform all job tasks in a safe and prescribed manner.

### Physical Demands of Essential Functions

Fifty percent (50%) of the time is spent, standing, sitting, feeling, using far & near vision, low lifting (hand tools), low carrying, and medium carrying. About twenty-five percent (25%) of the time is spent walking, stooping, kneeling, crouching, reaching, hearing, low lifting, high lifting, low pushing/pulling, and medium handling. Ten percent (10%) of the time is spent crawling, running, climbing (using legs and feet), balancing, bending/twisting, feeling, talking, very high lifting, high carrying, very high carrying, medium pushing/pulling, high pushing/pulling, very high pushing/pulling, low handling (shoveling), and low fingering (writing). Grappling, high handling, medium fingering, and high fingering may be used in unusual or non-routine situations. May work in adverse weather conditions.

### Other Job Duties

- Perform a variety of manual labor duties.
- Operate hand and small power tools.
- Communicate with the general public when they have questions, or refer to supervisors as needed.
- Perform any other duties as may be assigned by supervisors.

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## Experience, Training, and Qualifications

### Required

- High school diploma or equivalent at time of application
- At least 18 years of age
- Valid Wisconsin driver's license and a safe driving record
- Ability to understand & follow directions (work assignments)
- Basic English literacy (time sheets, various forms, guidelines, etc.)
- Ability to perform arithmetic (using a calculator, time sheets)
- Ability to work cooperatively with coworkers and the general public
- Ability to coordinate traffic control ("flagging")
- Demonstrated ability to drive trucks
- Steel-toed boots

### Preferred

- Possession of a commercial driver's license with "A" endorsement highly preferred
- Prior experience in a similar work environment
- Skill in applying general first aid
- Skill in the use of the hand & power tools and highway construction equipment, including but not limited to: hammers, wrenches, screwdrivers, saws, sanders, chainsaws, shovels, brooms, air hammers, material handling equipment, and lawn mowers

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This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. 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 right 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.

Marathon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.