



Brown County Human Resources

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Aberdeen, SD 57401
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www.brown.sd.us

Classification: Highway Worker Labor Grade 3

Wage: \$18.94/hour

Department: Highway

Reports to: Highway Superintendent

FLSA: Non-Exempt

Opening date: 08/03/2022

Closing date: Until filled

JOB DESCRIPTION

Summary/Objective:

Maintains Brown County Highway System by removing snow and repairing roads (gravel and pavement) and bridges to ensure the safety and comfort of the traveling public. Operates a variety of equipment and performs all types of related construction and maintenance work as necessary. Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Performs maintenance activities and duties for County roadways and bridges, including but not limited to ditching, patching, grading, general construction, concrete work, signage, tree trimming, mowing, spraying, and other maintenance activities as required.
- Use hand tools in maintaining roads, drainage, and controlling vegetation.
- Operate equipment including but not limited to truck, sander, chipper, mowers, rollers, water wagon, snowplow, rotary broom, rock spreader box, loaders, and dump trucks.
- Contribute to road maintenance by setting out traffic control signs and flag traffic; chip asphalt or other surfaces for patching; patch holes using a cold mix or hot mix; repairing roadway shoulders with rocks and shovel; operating loader to load patching materials onto the truck; rake rock to even surface of roadway; compact sealing and patch material by operating a roller or use the rotary broom to clean repaired road surfaces.
- Clear County roads of hazards during the winter season which may include hooking plow attachments to trucks; operating power sanders or anti-icing equipment when roadways are icy and repairing and installing chains.
- Maintain and repair roadway drainage systems including Clear culverts, catch basins and unplug pipes using shovels, pry bars, rakes, or other tools; Clean culvert or pipe ends, hand place riprap around

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culvert ends; position new pipes in trenches and act as pipe layer; clean ditches using shovels or trucks and remove materials and debris cleared from ditches and culverts.

- Control roadside vegetation by cutting vegetation above and beside the roadway to improve vehicular visibility using chain saws, pole saws, trucks, chippers, and other tools, use trucks to haul away brush and other debris; seek the permission of property owners to trim vegetation encroaching on County right of way and impeding visibility and replace, repair and install mailboxes, fences, signs or other fixtures damaged or moved during work performance.
- Properly operate any tandem axle dump truck, as well as any other medium-sized equipment.
- Do general maintenance work as directed.
- Follow orders and complete work assignments with minimum supervision.
- Communicate with other employees.
- Safely use and operate tools and equipment.
- Perform other duties as assigned.

Competencies:

- Stress Management/Composure.
- Problem Solving/Analysis.
 - o Perform basic mathematical functions.
 - o Using initiative and independent judgment within established policy guidelines.
- Teamwork Orientation.
 - o Work cooperatively as a crew member.
 - o Principles and techniques of public relations and customer service, both in person or over the phone.
 - o Safety, security, and first aid policies and procedures.
 - o Establishing and maintaining effective working relationships with those contacted in the course of the work.
 - o Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Communication Proficiency.
 - o Read and comprehend simple instructions, short correspondence, and memos.
 - o Write simple correspondence.
 - o Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
 - o Agency regulations, policies, and procedures.
- Technical Capacity.
 - o County, state, and federal laws, statutes, ordinances related to public works infrastructure construction and maintenance activities.
 - o Operating vehicles and equipment related to all activities.
 - o Interpreting a variety of documents, including contract specifications, sketches, diagrams, and written reports and correspondence.

Supervisory Responsibility:

- This position has no supervisory responsibilities.

Work Environment:

- Work is subject to performance in both indoor and outside environments; outside work occurs on a frequent basis and requires exposure to dust, fumes, high noise levels, extreme weather conditions, and frequent travel.
- Stamina to sit for extended periods of time; sitting in vehicles operating on rough roads and on rough surfaces for long periods; manual dexterity to operate controls on equipment.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing, or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Both Legs and Feet: Repetitive motions including operation controls on equipment and vehicles.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken word.
- Hearing: perceiving the nature of sounds without a major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands, and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Smell.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, including a variety of lighting conditions.
- Heavy Work: Regularly lift and/or move up to 25 pounds; frequently lift and/or move up to 50 pounds; occasionally lift and/or move up to 100 pounds.

Position Type / Expected Hours of Work:

- Full-time; typically Monday – Friday: Hours: 8:00 am to 5:00 pm; Plus overtime when needed.
- Days and hours may vary depending on the time of the year.

Travel:

- Travel within the county is expected for this position.

Education and Experience:

- High School diploma/GED; AND four (4) years of progressively responsible road maintenance and construction experience, including experience maintaining the types of roads and road surfaces OR an equivalent combination of education, training, and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Must be 18 years of age and a U.S. citizen.
- No felony convictions.
- Possess or be able to obtain a valid SD driver's license.
- Have and maintain a South Dakota Class 'A' Driver's License.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Human Resources
25 Market St.
Aberdeen, SD 57401

or

- Email: Erica.Coughlin@browncounty.sd.gov