



# BROWN COUNTY

25 Market St.  
Aberdeen, SD 57401

COMMISSION/HR

(605) 626-7115

FAX (605) 626-4010

[www.brown.sd.us](http://www.brown.sd.us)

## FULL-TIME POSITION

### JOB DESCRIPTION – HIGHWAY WORKER LABOR GRADE 3

## POSITION TITLE: HIGHWAY WORKER LABOR GRADE 3

**DEPARTMENT:** Highway Shop Office - consisting of the Brown County Highway Superintendent, Full-time and Part-time employees.

### GENERAL DEFINITION OF WORK:

- 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 and drainage, and in controlling vegetation,
- Operate equipment including but not limited to Truck, Sander, Chipper, Mowers, Rollers, Water Wagon, Snow Plow, Rotary Broom, Rock Spreader Box, Loaders and Dump Trucks.
- Contribute to road maintenance by: Set out traffic control signs and flag traffic, Chip asphalt or other surfaces for patching, Patch holes using cold mix or hot mix, Repair roadway shoulders with rocks and shovel, Operate loader to load patching materials onto truck, Rake rock to even surface of roadway, Compact sealing and patch material by operating a roller or use rotary broom to clean repaired road surfaces.
- Clear County roads of hazard during winter season which may include: Hook plow attachments to trucks, operate power sanders or anti-icing equipment when roadways are icy and repair and install chains.
- Maintain and repair roadway drainage systems including: Clear culverts and catch basins and unplug pipes using shovels, prybars, rakes or other tools, Clean culvert or pipe ends, hand place riprap around 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: Cut vegetation above and beside the roadway to improve vehicular visibility using chain saws, pole saws, truck, chipper and other tools, use trucks to haul away brush and other debris, Seek 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.
- Perform other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to properly operate any tandem axle dump truck, as well as any other medium sized equipment.
- Ability to do general maintenance work as directed.
- Ability to carry out other duties not outlined herein as directed.
- Ability to follow orders and complete work assignments with minimum supervision.
- Ability to communicate with other employees.
- Ability to act professionally and tactfully with the general public.
- Ability to maintain and or obtain a Class A CDL Driver's license if required.

## **MINIMUM QUALIFICATIONS:**

High school diploma or general education degree (GED) and experience in highway maintenance, highway or building construction, farming, forestry or landscaping or any other labor intensive work experience that directly involves the skills required to operate machinery, small tools, power tools, vehicles or equipment preferred.

Knowledge of function and use of tools and equipment identified above; safety practices required in maintenance functions.

Ability to perform labor intensive tasks for extended periods under unfavorable weather conditions such as extreme heat or cold in a safe and efficient manner; safely use and operate tools and equipment; perform physically demanding work requiring lifting, bending, stooping, standing and turning as job duties require; work cooperatively as a crew member and must be able to work varying schedules and overtime as needed.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to write simple correspondence. Ability to effectively present information in one-on-one settings and small group situations.

Ability to perform basic mathematical functions.

Ability to possess or be able to obtain a valid SD driver's license.

## **PHYSICAL REQUIREMENTS:**

- Periodic travel may be necessary.
- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- 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 major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Heavy Work: Exerts up to 100 pounds of force occasionally, and/or up to 10 to 20 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work. Requires high to very high physical strength.

## **BROWN COUNTY HIGHWAY WORKER LABOR GRADE 3 POSITION**

Brown County is seeking a responsible individual for the full-time position of Highway Worker Labor Grade 3. Job description and minimum qualifications for appointment can be found at [www.brown.sd.us](http://www.brown.sd.us) or at the Human Resources Department or Highway Department. Class A CDL required. Salary is \$17.89 per hour. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., May 10, 2017 to Brown County Commission Asst. /HR Office, 25 Market St., Aberdeen, South Dakota, 57401, (phone (605)-626-7115, fax (605) 626-4010, email [Gary.Vetter@browncounty.sd.gov](mailto:Gary.Vetter@browncounty.sd.gov).

Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.