County of Door
Utility Worker

Status: Highway Union
Department: Highway
EEO: 08 Service/Maintenance

Pay Grade: Class 1
Revision Date: 04/15/09

General Summary
Reports to the Patrol Superintendent and is responsible for operating varied highway construction equipment on an as needed basis. Assignments given may change from day to day and from season to season. Able to operate construction equipment and must be in good physical condition.

Duties and Responsibilities

Essential Job Functions
1. Perform general routine maintenance on County, State, and Local roadways.
2. Operate backhoe, trucks, and front-end loader as requested.
3. Operate grader or truck for winter snow and ice control.
4. Control traffic around highway construction area.
5. Perform general mechanic duties to include but not limited to, changing oil, greasing machinery, changing grader blades, welding, and using cutting torch.
6. Complete other manual or clerical duties related to highway operations as may be required.

General Job Functions
This position performs a variety of functions related to highway operations and maintenance. The job requires the employee to complete a daily accounting of labor, equipment, and material used on specific projects for billing services to various clients of the Department.

Reporting Relationships
The overall supervision the utility worker reports to the Highway Commissioner. For daily work assignments and general direction on projects the utility worker reports to the Patrol Superintendent.

REQUIREMENTS

Training and Experience
1. High school diploma or GED; supplemented by one (1) year of responsible work experience; or an equivalent combination of training and experience.
2. Commercial Drivers License Class A,B,C, with N Endorsement.
3. Licensed Miner as required by the Mine Safety and Health Administration (MSHA) attainable within one year of hire.

Knowledge, Skills, and Abilities Required
1. Ability to read, comprehend, follow oral and written instructions, and communicate both verbally and in writing, at a level associated with completion of a high school degree or equivalent training.
2. Able to operate trucks and other county owned road construction equipment in a safe and effective manner. Must possess a Commercial Drivers License, Class A,B,C w/Endorsement N and H desirable.

3. Able to read a grade level. Requires basic knowledge of road construction, which could be learned with six (6) to twelve (12) months of progressive road construction work experience.
4. Knowledge of traffic laws and weight limits.
5. Knowledge of the location of state, county, city and town roads.
6. Training or skill in welding and mechanics is beneficial.
7. Capable of accepting varied assignments from one day to another.
8. Use tact and courtesy in dealing with other employees, county officials, taxpayers, and other county and outside agencies.

Physical & Working Conditions

1. Mostly outside work, subject to all weather conditions.
2. Must be able to lift up to 60 lbs. repeatedly, throughout the workday.
3. Subject to overtime call-in.
4. Nearly continuous standing and walking
5. Occasional crouching, bending and twisting.

Work in environments of varying temperature, wetness, noise, dust, and the like. In addition, safe working habits around heavy construction equipment required to limit potential injury. Driving snowplow during winter storm is difficult due to poor visibility; ice and snow covered roads, power lines, gas lines, and other traffic.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) - (d) Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

JOHN P. KOLODZIEJ	John J. Kelodzy	4/15/2009
Name	Department Head	Date
Kelly Hendrickson		4/15/09
Name	Human Resources Director	Date

County of Door
Human Resources
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Kelly A. Hendee
Human Resources Director
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2010 Salary & Fringe Benefits - Utility Worker
Door County Highway Department

Hours: Forty (40) hours per week

Contract Salary Wage Range: Starting $20.84 per hour

HEALTH: 90% Paid for Family Coverage, employee pays $175.31/month
90% Paid for Single Coverage, employee pays $70.12/month

DENTAL: 100% Paid for Family & Single Coverage (full time employee)
(Based on current Dental Contract expense)

VACATION: Two (2) weeks after one (1) year
Three (3) weeks after seven (7) years
Four (4) weeks after fifteen (15) years
Five (5) weeks after twenty-four (24) years
Vacation is not allowed for employees until after completion of six months of employment.

HOLIDAYS: New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Day before Christmas
Christmas Day
Friday before Easter
Two Floating Holidays (16 hours)

RETIREMENT: Wisconsin Retirement Fund, 100% Paid by County

SICK LEAVE: One Day (8 hours) earned per month. Cumulative with no limit.

NOTE: Sick leave use and paid holidays are not allowed for employees until after completion of six months of employment.