



Job Title: Highway Maintenance Worker

Department: Highway

Reports To: Operations Foreman

General Description:

The Highway Maintenance Worker is responsible for the maintenance and preservation of roads, bridges and culverts as well as snow removal, heavy equipment operation, tree trimming, material hauling and other duties as assigned.

Essential Job Function:

Duties include but are not limited to:

- Complies with safety policies and procedures.
- Operates basic highway maintenance and traffic equipment to maintain, repair and clean county road right-of-ways.
- Checks assigned area on a regular basis and addresses issues as they arise. If issues cannot be immediately addressed reports them to the operations foreman in a timely manner.
- Moves and loads supplies and materials.
- Performs winter operations duties, including snow and ice removal. Ability to work in adverse weather conditions required.
- Performs emergency response activities such as clean up, traffic control, lane closures, placement of signs and erecting of barricades.
- Performs equipment maintenance such as minor repairs, preventive maintenance, refueling and pre-trip inspections.
- Performs miscellaneous labor tasks.
- Completes necessary daily forms and other paperwork and submits them in a timely manner.
- Responds to after-hours call-outs as necessary.
- Must be able to repeatedly lift at least 50 pounds.
- Must be able to listen and follow instructions.
- Must be at least 18 years old.
- Must hold a minimum Class B CDL.
- Must be able to pass pre-employment and random drug tests in accordance with FMCSA regulations.
- Must be able to pass a background check.
- Ability to drive a truck with a manual transmission preferred.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Additional duties may be assigned by prospective department heads or the Board of Starke County Commissioners.

All employees of the Starke County Government are subject to the rules set forth in the Starke County Employee Handbook.