



Title: Highway Maintenance Worker

FLSA Status: Non-Exempt

Department: Highway

Updated: 11/2022

General Definition of Work

Performs intermediate work in a variety of road maintenance installation and repair projects and operates equipment in connections with tasks, and related work as apparent or assigned. Work is performed under the limited supervision of Highway Maintenance Supervisor.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Assists with public works installation, maintenance and repair projects; operates equipment; performs a variety of unskilled and semiskilled work.
 - Operates a variety of heavy equipment, including tandem and single axle trucks, backhoe, front-end loaders, motor graders, tractors, etc.
 - Assists with snow removal and ice control, escorts emergency vehicles in adverse weather conditions.
 - Performs a variety of maintenance and repair tasks as a member of a crew.
 - Mows grass; helps pick up trash and debris; trims trees; installs landscaping.
 - Performs routine maintenance of assigned equipment, daily safety inspections.
 - Installation and removal of equipment needed for snow removal.
 - Performs public works building maintenance, including carpentry work, cement work, etc.
 - Operates shop equipment, including welders, torches, bandsaws, drill-presses, grinders, etc.
 - Installs, repairs, and replaces signs as assigned.
 - Sets-up, maintains and inspects detour signs as assigned.
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Knowledge, Skills and Abilities

General knowledge of the safe use, operation and preventive maintenance of machinery and equipment used in performance of duties assigned; skill in the use of hand tools and equipment to which assigned; ability to understand and follow written and verbal instructions; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to establish and maintain effective working relationships with associates.

Minimum Qualifications

High School diploma or GED and extensive experience, or a combination of equivalent education and experience.



Special Qualifications

CPR and First Aid Certification within six months.
 License for spraying restricted chemicals within six months.
 LP (Low Pressure) Boiler License within six months or as needed.
 Valid commercial driver's license with Class A and Tanker endorsement in the State of Minnesota, or the ability to obtain within six months of hire.
 Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time and may always walk or stand for periods of time.
- This classification frequently involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Regular
Up to 50	Frequent
Up to 100	Occasional
100 or more	Occasional

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Frequent
Outdoor weather conditions	Regular
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
Noise Level	Loud



Highway Maintenance Worker Job Description

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.