

VILLAGE OF CALEDONIA

HIGHWAY LEAD

BASIC FUNCTION:

Assist in the management and direction of the day-to-day and long-range operation and activities of the Highway and Parks Departments.

DUTIES AND RESPONSIBILITIES: Assist the Highway Operations Supervisor in:

- Maintain and operate the Village of Caledonia's highway system in a safe and efficient manner.
- Plan, organize, schedule and coordinate the activities of the work force.
- Meet and confer with the public and other groups concerning matters involving the Highway Department and its activities.
- Respond to complaints and requests for service.
- Prepare the annual operation and capital improvements budgets of the department, as needed.
- Prepare reports concerning various aspects of highway operations.
- Interviewing new employees for the department; orient and train employees; recommend promotions, pay raises and job classification changes.
- Handle all maintenance in the Parks.
- Safely and lawfully operate a motor vehicle in all Wisconsin weather conditions, under exigent circumstances, and with due regard for the public, coworkers, and Village property interests.
- Prepare and present information, as needed or required.
- Perform related work as required.

SUPERVISION EXERCISED:

The Highway Lead in conjunction with the Highway Operations Supervisor has day-to-day supervisory responsibility for all employees assigned to the Highway and Parks Departments, with the exception of the Highway Operations Supervisor.

SUPERVISION RECEIVED:

Receives general direction from the Highway Operations Supervisor.

QUALIFICATIONS:

- A High School Diploma or equivalent is required, although a Bachelor's Degree from an accredited college or university is desired, with emphasis in public or business administration, civil engineering, highway assistance, or related field.
- Must possess a minimum of 3 years of supervisory and administratively responsible work experience in highway maintenance.
- Any equivalent combination of training and experience which provides the required knowledge, skill and ability may be acceptable.
- Must be able to communicate effectively, both orally and in writing.
- Working knowledge of the principles, standards, practices, methods, techniques and operation practices of current highway maintenance.
- Possess and maintain a valid Class A Commercial Driver's License required.

PHYSICAL ABILITIES AND CHARACTERISTICS:

Must possess and maintain a level of fitness that allows the employee to climb stairs and ladders; lift moderate weighted objects; walk moderate distances around construction sites and on uneven ground surfaces as well as bend, stoop and twist, as necessary. Ability to work in all forms of outdoors-environmental conditions and/or adverse weather occasions.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description does not constitute

an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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