

ASHLAND COUNTY HIGHWAY DEPARTMENT

39181 State Hwy 13

Highbridge, WI 54846

Phone: 715-274-3662 Fax: 715-274-8009

Matt Erickson, Highway Commissioner

Bruce Kleinsteiber, Patrol Superintendent

Marcy Henri, Office Manager

Robert Piff, Shop Superintendent

HELP WANTED

ASHLAND COUNTY HIGHWAY DEPARTMENT FULL TIME OPERATOR

The Ashland County Highway Department will be accepting applications for the position of Operator until the position is filled. The Department is looking to fill one Full Time Operator position. Summer reporting station will be in Highbridge and winter reporting station is in Ashland.

MINIMUM REQUIREMENTS FOR THE POSITION

- Be at least 18 years of age.
- Hold a valid Wisconsin Class A Commercial Driver's License or be able to receive one within one month of employment.
- Be able to follow written and verbal orders.
- Be able to perform heavy physical tasks under varying working conditions.
- Have experience in highway construction and maintenance methods and techniques.
- Have experience in the operation of trucks, heavy construction equipment, and small power tools.
- Have experience in equipment maintenance and repair including gas & diesel machinery & small engines.

Applicants considered for the position will be given a written screening and practical tests. The successful applicant will be required to pass a complete physical as a condition of employment. Ashland County has an exceptional wage and benefit package.

Applications and a complete job description listing essential functions of the positions, physical demands, working conditions and desired knowledge and/or skills can be obtained on the Ashland County Website or at the Highway Department office at 39181 State Hwy 13, Highbridge, WI.

ASHLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

ASHLAND COUNTY APPLICATION FOR EMPLOYMENT

We consider applicants without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non job related medical condition or handicap, or any other legally protected status.

ASHLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Please fill out application and send in with resume to

matt.erickson@ashlandcountywi.gov or marcy.henri@ashlandcountywi.gov

Or mail to 39181 State Highway 13, Highbridge, WI 54846. 715-274-3662

(Please Print)

Position Applied For:

Date of Application

Job description attached to this form.

PERSONAL DATA

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Phone	Email		

1. Is there any other name you have been known by that would be required to adequately check your past employment and/or educational history? If so, please indicate:

2. Have you ever filed an application with us before? Yes No
If yes, give date _____

3. Have you ever been employed with us before? Yes No
If yes, give date _____

4. Are you currently employed? Yes No

5. May we contact your present employer? Yes No

6. Can you furnish proof of citizenship or immigration status prior to employment. Yes No

7. Have you ever had any job-related training in the United States military? Yes No

If yes, please describe: _____

8. Are you able to perform the essential functions of the job with or without reasonable accommodations? Yes No

9. Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment and will only be considered in relation to specific job requirements).

Yes No

10. Do you have any criminal charges pending, other than minor traffic violations?

Yes No

(Pending criminal charges are not an automatic bar to employment and will only be considered in relation to specific job requirements). If yes, please explain _____

11. Do you presently have a valid drivers license ?

Yes No

License information

State _____ Class _____

12. Do you have a high school diploma or a GED equivalent

Yes No

13. Do you have any post-secondary education?

Yes No

What colleges or technical schools did you attend?

Field of Study _____

Degrees or certificates ? _____

14. Please list any organizations to which you belonged to which are relevant to this position

15. Please list volunteer projects, awards, or commendations.

WORK EXPERIENCE: Provide a brief description. This information will be use to determine if your application is accepted. Be specific. Start with your most recent job. **BE CERTAIN TO INCLUDE SERVICE IN THE ARMED FORCES.** For part-time work, show the average number of hours per month. Indicate any changes in job title under same employer as a separate position.

Employer	Kind of Business	Location (Numbered Street)	
Your Title	Reason for Leaving	Location (City, State, Zip)	
Your Duties:		Name of Supervisor:	
		Total Time Employed: ☐ Full-Time ☐ Part-Time	
		From (Month & Year)	To (Month & Year)
		☐ Monthly Salary ☐ Hourly Salary	Beginning: \$ Ending: \$

Employer	Kind of Business	Location (Numbered Street)	
Your Title	Reason for Leaving	Location (City, State, Zip)	
Your Duties:		Name of Supervisor:	
		Total Time Employed: ☐ Full-Time ☐ Part-Time	
		From (Month & Year)	To (Month & Year)
		☐ Monthly Salary ☐ Hourly Salary	Beginning: \$ Ending: \$

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		From (Month & Year)	To (Month & Year)
		☐ Monthly Salary ☐ Hourly Salary	Beginning: \$ Ending: \$

Employer	Kind of Business	Location (Numbered Street)	
Your Title	Reason for Leaving	Location (City, State, Zip)	
Your Duties:		Name of Supervisor:	
		Total Time Employed: ☐ Full-Time ☐ Part-Time	
		From (Month & Year)	To (Month & Year)
		Check one: ☐ Monthly Salary ☐ Hourly Salary	Beginning: \$ Ending: \$

REFERENCES		
Name	Address	Phone

SIGNATURE: _____

AUTHORIZATION AND ACKNOWLEDGEMENT FOR EMPLOYMENT WITH ASHLAND COUNTY

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am hired and it is subsequently discovered that any answer given by me is incomplete, misleading, or incorrect, I may be terminated because of false, incomplete or misleading statements, answers, or omissions made by me in this application.

I also authorize pertinent companies, schools, agencies, municipalities, or persons to give to Ashland County any information requested regarding my employment, character, experience, and qualifications and/or suitability for employment with Ashland County including a check of my police record for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining, or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

In addition, a copy of this authorization is as valid as the original and should be recognized as such.

Signature _____ Date _____

ASHLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

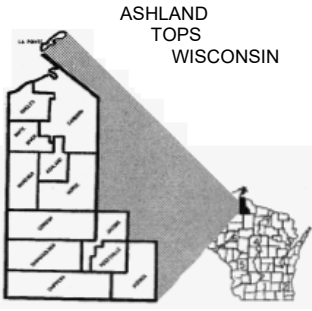
Ashland County does not allow immediate family members to supervise another family member in the work environment. In other circumstances, family members may be barred from working together for reasons of safety or security or other business necessity.

Are you related to anyone currently employed by Ashland County? Yes _____ No _____

If yes, please specify:

Name	Relationship	Position
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Signature _____



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Written Job Description – Operator

Job Title	Operator
Department	Highway
Reports to	Patrol Superintendent
Origination Date	Updated September 2025

1. GENERAL SUMMARY:

Holders of this position are responsible for various tasks involved with the maintenance and construction of State Highways, County Highways, and Town Roads in Ashland County. The position requires physical labor associated with highway construction and maintenance work; heavy equipment maintenance; and facility maintenance. The position also requires the ability to operate heavy equipment and to drive light, heavy and semi-trucks. The position holder is required to have high to very high physical strength. The position requires semi-skilled and unskilled labor. Duties are similar to a combination of Department of Labor (DOL) occupational titles: “Highway Maintenance Worker”; “Construction Work II”; “Truck Driver, Heavy”; “Operating Engineer”; and “Maintenance Mechanic”. Elements of other DOL occupational titles that apply include: “Tractor Operator”; “Dump Truck Driver”; “Tractor Trailer Truck Driver”; “Diesel Mechanic”; “Construction Equipment Mechanic”; “Truck Driver, Light”; “Flagger”; “Tractor Operator”; “Motorgrader Operator”; and “Front End Loader Operator”.

2. ESSENTIAL JOB DUTIES: *These duties represent the typical duties and responsibilities assigned to this position but may not be inclusive of all tasks performed.*

- Safe and efficient operation of mechanical powered equipment and/or trucks as assigned in the construction, repair and maintenance of State, County, and Town roads
- All Duties assigned by Supervisor
- Prepare and submit reports and accurate electronic time sheets
- Perform preventive maintenance on all equipment operated, including maintaining equipment logs.
- Apply acceptable practices and techniques in the area of road maintenance, repair and construction
- Perform heavy manual labor for highway construction and maintenance activities such as hand shoveling material; placing and repairing culverts; cutting trees and brush; raking topsoil; erecting signs; erecting snow fence; shoveling snow; trash pickup; ditch and culvert cleaning; etc.

- Assist in the maintenance, repair, construction, remodeling, and cleaning of Department facilities (shops, pits, storage yards, etc.).
- Provide backup to other staff members during periods of absence and during peak workloads as directed by the immediate supervisor
- Assist the public in a professional manner, to answer general questions, ascertain the appropriate contact within the department or county, or refer to an outside source in an efficient manner.
- Participate as a team member to improve efficiency and cooperatively solve problems
- Adhere to the Department's policy of confidentiality

3. DESIRED KNOWLEDGE AND / OR SKILLS:

- Tools and / or Equipment:* Shovels; brooms; picks; pry bars; mechanics tools; power tools; carpenter's tools; chain saws; brush saws; mowers; front end loaders; semi-trucks; heavy dump trucks; light trucks; snow plows; salt spreaders; road drags; air hammers; utility tractors; bulldozers; backhoes; motorgraders; asphalt paver; road roller; and air compressors. Hearing and eye protection are necessary at times. Respirators or dust masks may be required to be worn at times.
- Mathematics:* Be able to perform basic math functions such as add, subtract, multiply or divide; calculate volumes of material (eg. Cubic yards & gallons); utilize fractions; use units of measure; understand and read gauges; understand rates (eg. application of salt at given spread and flow); read and calculate angles; and use ratios and proportions.
- Reading:* Must be able to read at high school level with ability to comprehend operator's manuals; repair manuals; parts books; and understand department handbooks, policies, and safety rules; and ability to understand schematics, diagrams, and Department and DOT policies.
- Writing/computer:* Must be able to fill out electronic time cards, fuel slips, shop material slips and preventive maintenance forms. Must be able to make a list of work needing to be completed. Must be able to make out orders for parts and supplies.
- Speaking:* Must be able to speak clearly and distinctly. Must be able to speak on radio and use proper radio protocol. Must be able to communicate somewhat complex ideas to supervisor, so that the necessary equipment, materials and manpower can be brought to bear to complete department's work. Must be able to alert supervisor to maintenance problems or emergency situations.
- Problem Solving / Reasoning:* Must be able to apply commonsense, understanding to carry out instructions furnished in written, oral or diagrammatic form. Must be able to think out and organize work, including employing the necessary tools, equipment, and materials. Must be able to approach work in a systematic way, anticipating variable and rationally dealing with same. Must be able to appraise road conditions and apply standard procedures for handling maintenance (salt sand application in winter, eg.). Must be able to determine when additional manpower or equipment resources are required and communicate needs to supervisor. Must have basic everyday living skills. Must be able to work with others as a member of a team.

4. **NORMALLY EXPECTED EDUCATION AND / OR PRACTICAL EXPERIENCE:**

- High school diploma or general education degree (GED)
- Ability, skills, and knowledge of the proper and safe operation of motorized equipment
- Basic experience and knowledge in the use of personnel computers and associated software
- Requires a valid Wisconsin **Class A** CDL Driver's License

5. **SUPERVISED BY:** Highway Commissioner, Patrol Superintendent, Working Foreman, and Shop Superintendent.

6. **PHYSICAL DEMANDS:** Physical demands of this position vary from day to day and are highly dependent on the particular function being fulfilled on that day. The position requires high to very high physical strength. The position requires a high level of mobility and stamina, as well as physical flexibility. As defined by the DOL, the work would be classified as Heavy to Very Heavy.

"H – Heavy Work - Exerting 50 to 100 pounds of force occasionally, and / or 25 to 50 pounds of force frequently, and / or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Medium Work".

"V – Very Heavy Work – Exerting in excess of 100 pounds of force occasionally, and / or in excess of 50 pounds of force frequently, and / or in excess of 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Heavy Work."

Generic Term:

Description / Evaluation

Standing

Varies from a low of 10% to 100%. Generally standing requirements are quite high on this position with most days being at or near 100%. During snowplowing or trucking operations standing requirements are low. Most manual labor requires 100% standing. Flagging duties require 100%.

Walking

Varies from low of 10% to high of 100%. Generally, walking requirements are quite high with an average day running 75 to 100% of the time. The low percentage days would be those when truck driving or equipment operations were being done, probably 30% of those days worked.

Sitting

Varies from 10% to 100%+. Truck driving being a task undertaken in this position, considerable sitting is required on some days. During snowplowing operations, sitting may be required for 12 to 15 hours per day (over 100% of a normal shift).

Kneeling, Crawling, Stooping

Less than 10% of shift. Done when repairing and servicing equipment.

and Crouching

<u>Climbing, using legs & feet</u>	Must be able to walk up and down ditch slope to pick up litter, do brush cutting, clear and inspect drainage structures. Must be able to walk in & out of construction trenches and over earthwork areas. Varies 10 to 50% of shift on days when such work is being done.
<u>Climbing, using Legs & arms</u>	Must be able to climb into heavy truck cab and operator's compartment in equipment. Must be able to climb into dump box. Must be able to climb ladders to repair and maintain department facilities. Done less than 10% of shift, but is essential.
<u>Balancing</u>	Must be able to maintain balance when working on ditch slopes; around brush and tree falling operations; when operating mowers and heavy equipment on inclines; and when walking on ice and snow. Varies from 50% to 75% of time when such work is being done.
<u>Bending / Twisting</u>	Must be able to bend to pick up tools, equipment parts, litter, brush, debris, etc. Must be able to twist continuously to check equipment mirrors and monitor traffic and plowing operations. Manual labor requires bending and twisting 75 to 100% of the time.
<u>Reaching</u>	Must be able to extend hands and arms to reach hydraulic controls, steering wheel, gear shift. Also, necessary to perform maintenance and repairs on equipment. Reaching is required 75 to 100% of the time.
<u>Feeling</u>	Must be able to sense difference in control levers, buttons, knobs, etc. Must have the ability to sense proper position of parts as part of equipment maintenance.
<u>Talking</u>	Required less than 10% of the time, but essential. Necessary to communicate by radio and discuss maintenance or construction problems with supervisors. Must be able to discuss equipment maintenance with supervisors. Must be able to coordinate activities with other workers.
<u>Hearing</u>	Hearing is essential to the position and required 100% of the time. Must be able to hear back-up alarms. Must be able to discern oncoming vehicles or heavy equipment. Must be able to hear mechanical problems in equipment. Must be able to hear radio.
<u>Far Vision</u>	Far vision is essential to the position, due to the truck driving and equipment operation aspects of the position. Additionally, the position holder must have good night vision and no problems with snow blindness, since activities often require work at night and during snowstorms. Good vision is required 100% of the time.
<u>Near Vision</u>	Near vision is necessary for equipment maintenance and repairs. The need for good near vision is around 20% of the time.

Lifting

(Low – 10 lbs. or less)	Low level lifting is required 100% of the time. Virtually all hand tools or objects handled.
(Medium – 20 to 40 lbs.)	Medium level lifting is required 75% to 100% of the time or more and includes shoveling gravel, cold mix and snow as examples or lifting heavy equipment parts in maintenance.
(High – 50 to 80 lbs.)	Heavy lifting is required about 50% of the time. Activities involved include erecting signs; moving brush and trees; heavy equipment parts; placing sand bags; handling calcium chloride bags; construction signs; fertilizer; seed; gasoline cans; and rocks.
(Very High – 100 lbs. +)	This must be done on occasion. Items include lifting trees or debris off of highway; putting plow blades on trucks or machines; handling geotextiles; positioning culverts; handling air hammers; changing truck tires; etc.

Carrying

(Low – 10 lbs. or less)	Low level carrying is required 100% of the time. Virtually all hand tools or objects handled.
(Medium – 20 to 40 lbs.)	Medium level carrying is required 75% to 100% of the time or more and includes shoveling gravel, cold mix and snow as examples or lifting heavy equipment parts in maintenance.
(High – 50 to 80 lbs.)	Heavy carrying is required approximately 25% of the time. Activities involved including erecting signs; moving brush and trees; placing sand bags; handling calcium chloride bags; construction signs; fertilizer; seed; gasoline cans; rocks.
(Very High – 100 lbs. +)	This must be done on occasion only. Items include carrying trees or debris; putting plow blades on trucks or machines; geotextile rolls; etc.

Pushing / Pulling

(Low – 10 lbs.)	Sweeping pavement or shop floor is an example of such activities. It is estimated that very low pushing / pulling is required 75% to 100% of the time.
(Medium – 25 lbs.)	This activity level would be required 75% to 100% of the time. This would include the level of force necessary to push a shovel into gravel, sand, cold mix asphalt or pushing a shovel into a plugged culvert to clean it. Pulling on mechanics tools.
(High – 60 lbs.)	This activity level is required at 50% of the time to move animals and debris off road; move trees off of highway or right-of-way; push wheel barrows of material, etc.

(Very High – 100 lbs.)	This activity level is required 10% of the time. Examples are dragging a plate compactor in a culvert trench or positioning a culvert.
<u>Handling</u>	A high level of handling is required 75 to 100% of the time. This includes handling mechanics tools; steering equipment; operating equipment levers and controls; handling power tools; moving materials; inserting equipment parts; and welding and cutting.
<u>Fingering</u>	A high level of fingering is required on this position. Fingering is necessary to properly maintain equipment.

Physical demands required in unusual circumstances include running and grappling.

Physical demands not required include swimming.

7. **WORKING CONDITIONS / ENVIRONMENTAL CONDITIONS:** Environmental conditions vary on the basis of what particular functions are being fulfilled. Conditions can be expected to vary considerably from day to day. Approximately 75% of the work done in this position is outside, while the rest is done in the shop.

<u>Generic Term</u>	<u>Description / Evaluation</u>
<u>Workplace</u>	Activities take place outdoors 75% of the time. Protected by vehicle approximately 25% of the time. The remainder of the time the employee is subjected to weather in all seasons at all times of the year.
<u>Cold</u>	Subjected to extreme cold during the winter months from 75% to 100% of day. Subject to dramatic temperature changes, cold to normal, normal to cold, when getting in and out of vehicle during winter months or entering or leaving shop.
<u>Heat</u>	Subject to hot weather during summer months, 100% of day. This is a special problem when working on pavements or on paving operations.
<u>Wet</u>	Subject to working in rain or snow up to 100% of day it occurs.
<u>Noise</u>	Considerable noise exposure, due to heavy equipment and truck operation, 75 to 100% of the time.
<u>Vibrations</u>	Considerable vibration, due to heavy equipment and truck operations, especially during winter months when plowing is taking place, 75 to 100% of time. Other items include using air hammer; chain saws; shop tools, etc.
<u>Hazards</u>	Mechanical hazards are present 75 to 100% of the time. Fast moving vehicle hazards are present 75 to 100% of the time. Radiant energy hazards include sunburn, since this individual is outdoors up to 100% of the time and welding while in shop. Electrical hazards

present 25% of the time include working with welders, shop tools and shop electrical systems. Burn hazards present up to 25% of the time include welders; cutting torches; hot engines; etc. Other hazards present at levels below 10% include chemicals. Hazards present on occasion include heights above 12 feet.

Atmospheric Conditions

Fumes are encountered when vehicles or equipment are started inside facilities and even outside when employee is close to a vehicle or piece of equipment. This can be expected 75% to 100% of the time.

Poor ventilation is a problem 10% or less of the time when indoors with vehicles or equipment. Dust is a problem 75% to 100% of the time or more and is encountered when performing regular maintenance and construction activities. This includes salt residue; sand; blowing earth; blowing gravel particles; dirt from equipment. Noxious odors can be present in unusual circumstances.

Environmental conditions not encountered include explosives; physical attack; and physically confined worksite.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skilled needed. It is not intended as a complete list of job duties, responsibilities, and / or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgement, to be proper.

ASHLAND COUNTY HIGHWAY DEPARTMENT 2025 WAGE AND BENEFIT PACKAGE

POSITION – OPERATOR

Wages

Starting wage from \$20.70/ Hour

Time and one-half for work outside 40 hours per week.

Holidays 12 paid Holidays

Vacation

0 - 5 years	10 days***
5 - 6 years	15 days
6 - 15 years	15 days + 1 additional day for each year of service
20 - 22 years	1 additional day for each year of service

Sick Leave 40 hours per year earned, pro-rated 1st year***
240 hour max bank

Personal Time Off 30 hours per year, pro-rated 1st year***

Miscellaneous Benefits

Paid health insurance; paid state retirement contribution; paid sick leave; paid group life insurance; & clothing allowance.

***after completion of 90 days of employment