

MONTGOMERY COUNTY HIGHWAY DEPARTMENT
HIGHWAY MAINTAINER JOB DESCRIPTION

The Highway Maintainer works from the Montgomery County Highway Department and reports directly to the Foreman. They are responsible for performing all maintenance functions necessary to keep the County's roads, bridges, and right-of-way in acceptable and functioning condition. Such work includes, but is not limited to:

- Removing and replacing failed pipes and cleaning ditches
- Mowing highway right-of-way and other county owned property
- Reconstruction of failed roads
- Clearing trees and brush from right-of-way
- Spraying pesticide on noxious weeds and weeds along guardrails and bridges
- Sealing cracks in pavement
- Patching potholes
- Replacing damaged signs and installing new signs as required
- Repairing damaged guardrail
- Plowing snow
- Repair bridge elements as directed by the County Engineer or Foreman
- Perform traffic flagging
- Perform edge line and centerline roadway striping.

Essential functions of the position include:

- Operate a variety of equipment and vehicles including: single and tandem axle dump trucks with and without snow plows and spreaders, light duty pickup trucks, tractors, mowers, end loaders, graders, backhoes, rollers, and chip spreaders.
- Work with tools such as shovels, sledge hammers, wrenches and other hand held devices.
- Perform arduous manual labor in various environmental conditions.
- Assist in the maintenance and repair of highway equipment and report equipment breakdowns and malfunctions to the Mechanic.
- Lift and carry tools, equipment and materials weighing up to 75 pounds.
- Push and pull tools, equipment and materials weighing up to 35 pounds.
- Follow written and oral instruction and effectively communicate through speech and writing.
- Establish and maintain satisfactory working relationships with co-workers, department staff, and the general public.
- Be self-motivated and able to complete job assignments without direct supervision.
- Wear common protective and safety equipment such as latex gloves, safety shoes, glasses, and ear plugs.

Position Requirements:

- Resident of Montgomery County or willing to relocate to Montgomery County within 180 days of hire.
- Knowledge, skill, and mental development equivalent to the completion of four years of high school.
- Possession of a valid Illinois Class "A" or "B" commercial driver's license, with non-restricted air-brakes, or the ability to acquire one within 180 days from hire.
- Licensing, or the ability to obtain licensing within 2 years of hire, for the application of pesticides as issued by the State of Illinois Department of Agriculture.
- Passing IDOT's Flagger Training Program within 2 years from hire.
- Consent to a background check and motor vehicle record check prior to employment.
- Passage of routine and random drug and alcohol screening.

Position Desirables:

- Working knowledge of the procedures, methods, and materials utilized in highway maintenance and repair.
- Experience operating various pieces of construction equipment.

Other Duties:

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Classification:

Non-Exempt

Position Salary Level:

Determined by collective bargaining agreement with Laborer's International Union of North America Local 1084.

Position Type and Expected Hours of Work:

This is a full time position. Regular days and hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m. with periods or occasions of overtime.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____



MONTGOMERY COUNTY HIGHWAY DEPARTMENT

CODY GREENWOOD, COUNTY ENGINEER
1215 Seymour Avenue, Hillsboro, Illinois 62049
Phone 217-532-6109, Fax 217-532-6642

APPLICATION FOR EMPLOYMENT

Date of Application: _____

PERSONAL INFORMATION

Name _____
Last First Middle Initial

Address _____

Social Security # _____ Home Phone # _____

U.S. Citizen: Yes _____ No _____

Driver's License #: _____ Expiration Date _____
(Please checkmark if you have a CDL) _____ CDL Class _____

Date of Birth _____ Eye Color _____ Hair Color _____

Have you been convicted of a felony within the last 7 years? _____

(If yes, please explain) _____

(Conviction will not necessarily disqualify an applicant from employment)

Position applied for _____

Have you ever filed an application with us before? _____ If yes, give date _____

Are you currently employed? _____ If so, may we contact your present employer? _____

On what date would you be available to start employment? _____

Wage desired _____

Are you related to anyone in our department? If so, state name: _____

List name of person who referred you to our department: _____

=====
(We Are An Equal Opportunity Employer)
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EDUCATION

	Name and Address Of School	Subjects Studied	Yrs. Completed/ Date Graduated	Diploma/ Degree received
Elementary School				
High School				
College				
(Other)				

If applicable, describe your rank and any jobs or training received in the United States Military:

List any additional information you feel may be helpful to us in considering your application
(Specialized training, skills, office machines or equipment you have experience in using, etc.)

EMPLOYMENT EXPERIENCE

(Start with your present or most recent job.)

1. Employer name & address _____
Employer telephone number _____ Job Title _____
Employed from _____ to _____ Hourly rate/salary _____
Job duties _____

Reason for leaving (if no longer employed) _____

2. Employer name & address _____
Employer telephone number _____ Job Title _____
Employed from _____ to _____ Hourly rate/salary _____
Job duties _____

Reason for leaving (if no longer employed) _____

3. Employer name & address _____
Employer telephone number _____ Job Title _____
Employed from _____ to _____ Hourly rate/salary _____
Job duties _____

Reason for leaving (if no longer employed) _____

4. Employer name & address _____
Employer telephone number _____ Job Title _____
Employed from _____ to _____ Hourly rate/salary _____
Job duties _____

Reason for leaving (if no longer employed) _____

REFERENCES

(Please list 3 people not related to you)

1. _____
(Name) (Phone Number)

(Address)

2. _____
(Name) (Phone Number)

(Address)

3. _____
(Name) (Phone Number)

(Address)

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of my employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal.

Signature of applicant _____

Note: This application for employment is valid for a period of 1 year from the date it is received in our office.

=====DO NOT WRITE BELOW THIS LINE=====
(For Office Use Only)

Interviewed by _____ Date _____

Employed _____ Yes _____ No _____ Position _____

Date to begin employment _____ Hourly rate/salary _____

Comments: _____

By: _____
Name and Title

Date