MENOMINEE COUNTY, WISCONSIN
MENOMINEE COUNTY HIGHWAY DEPARTMENT
POSITION DESCRIPTION

(This revised job description supersedes any previous job description)

(Revised 10/1/2026)

Position Title:	**Department:**	**Division/Section:**
Highway Maintenance Technician	Highway Department	Highway Operations
Classification:	**Wage:**	**Supervisor:**
Full-Time (40 hrs./week); hourly	$24.27/HR not to exceed	Foreman
Supervision Exercised:	**Posting Date:**	**Deadline Date to Apply:**
None	**10/1/2026**	**Open Until Filled**
Benefits: Wisconsin Retirement System pension; deferred compensation plan; health, vision, and dental insurance; flexible spending account; short- and long-term disability; life insurance; 15 paid holidays; and opportunity to begin earning personal time at time of hire (up to 208 hours in 1st year).		
Position Summary: This position is responsible for maintaining State highways, County, Town and Tribal roads, shoulders, rights-of-way and traffic control devices using a variety of heavy and light vehicles and equipment, and gas powered, pneumatic and electric tools and equipment.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine road maintenance including route and crack-sealing, asphalt and concrete patching, rut filling, and concrete joint repair.
- Install, repair, and/or replace bridge structures, culverts, manholes, guardrails, curbs, flumes, grates, road shoulders, berms, highway markers, warning signals, and signs using various equipment and power tools.
- Drive heavy equipment and vehicles with adjustable attachments to sweep debris from paved surfaces, mow grass and weeds, remove snow and ice from road surfaces, and spread salt, salt-sand, and anti-icing agents.
- Haul and spread sand, gravel, and other materials to fill washouts, repair road shoulders, and improve roads.
- Conduct traffic control operations to create a safe work zone for road construction and maintenance crews, and/or to divert or control traffic in or around various road hazards.
- Cut trees, limbs, branches, and woody vegetation using chainsaws, pole saws, and brush cutting equipment.
- Clean and/or clear debris from culverts, catch basins, flumes, drains, drop inlets, ditches, and other drainage structures.
- Remove litter, debris, trees, animal carcasses, and other hazards from roadways, shoulders, and ditches.
- Drive various trucks to transport crews, equipment, and supplies to and from work sites.
- Perform limited preventative maintenance or repairs on vehicles and heavy equipment.
- Perform on-call work in the evenings, on weekends, and during holidays, and must be willing to work four 10-hour days/week during summers and during special project work.
- Contributes to the team effort by performing related duties as necessary or as assigned by the immediate supervisor.

MINIMUM QUALIFICATIONS:

Education and/or Experience: Interested applicants must have: (a) a high school diploma or general education degree (GED); (b) at least one year experience operating commercial motor vehicles as a licensed CDL operator at a Class A or B level; (c) at least one year of direct road maintenance experience working as an operator in a highway department or public works department; and (d) skill in the operation of a variety of construction vehicles and equipment. Management may waive the one-year CDL and/or direct road maintenance experience requirement depending upon a candidate's other knowledge, skills and abilities, however applicants without a CDL will not be considered for this position.

- **Certificates, Licenses, Registrations:** Interested applicants must possess a valid Class A or Class B Commercial Driver's License with air brake endorsement.
- **Physical Demands:** While performing the duties of this job, the employee is frequently required to sit; use hands to handle or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.
- **Work Environment:** While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent; and to interpret miscellaneous drawings and schematics.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Special Requirements:** Must have a phone and maintain a phone during the course of employment. Must own, possess and wear steel-toe boots meeting the ASTM F2413-11 I/75, C/75 standard at all times (composites toe work boots meeting the standard are acceptable); puncture resistance is recommended but not required.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

BACKGROUND CHECK/PRE-EMPLOYMENT DRUG TEST. Applicants selected for an interview must submit to, and must pass, a criminal background check and motor vehicle records check (i.e., check to ensure applicant has a relatively clear driving record with no suspensions, revocations, operating while intoxicated/driving under the influence violations, or accidents caused intentionally or through his/her own negligence within the past five years). An offer of employment will be conditioned upon the applicant successfully passing a pre-employment drug test.

APPLICATION PROCESS: A complete application includes:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator's Office or online at www.co.menominee.wi.us); and
- Current resume; and
- Copy of high school diploma or GED; and
- Copy of valid Commercial Driver's license (w/ endorsements).

Unsigned or incomplete applications, and applications not including all of the information listed above, will be screened out.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.