

**KENDALL COUNTY HIGHWAY DEPARTMENT**  
**JOB DESCRIPTION**

**Job Title:** Highway Maintenance Crew Member  
**Immediate Supervisor:** Highway Operations Manager  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** None  
**Revision Date:** August 5, 2022

Job Summary: Highway Maintenance Crew Members will perform tasks related to the maintenance and repair of highways and bridges, as well as maintenance and repair of buildings and equipment used in highway and bridge maintenance.

Essential Duties and Responsibilities - Specific tasks include, but are not limited to:

- Snow and ice removal, including plowing, winging, and applying deicing products during normal business hours and after normal business hours, on weekends and as required during inclement weather, emergency or special events
- Mowing, weed whipping, pesticide application and landscape maintenance, including tree removal and trimming
- Patching and repair of highways and bridges
- Installation, maintenance and repair of signs and other traffic control devices
- Installation, maintenance and repair of tiles, culverts and storm sewers
- Operation of dump trucks and heavy/highway equipment, including, but not limited to, loader, backhoe and grader
- Operation of small engines, including, but not limited to, saws, chainsaws, drills, pumps and compressors,
- Maintain a clean work environment in Department buildings and county-owned equipment
- Use, inspect, repair and perform routine maintenance to County-owned vehicles and equipment
- Perform any other duties as required or assigned

Education, Qualifications and License Requirements:

- Minimum high school diploma or GED, as well as good knowledge of the English language, spelling and grammar
- Ability to speak effectively with supervisors, other employees and the general public
- Understanding of documents such as MSDS, equipment operating instructions, safety manuals & procedure manuals
- Ability to write routine vehicle inspection reports and maintain accurate vehicle and equipment maintenance records
- Knowledge of the materials, methods and practices used in highway and bridge maintenance
- Valid Illinois Driver's License and Commercial Driver's License, Class A or B
- Valid Pesticide Applicator's License or ability to obtain such within 12 months of employment

Physical Requirements:

- Must be able to frequently sit, stand, walk, bend, lift, reach and carry with hands and arms
- Must have ability to frequently lift and carry up to 50 lbs. and occasionally lift and carry up to 75 lbs.
- Must be able to use hands and fingers to handle, feel and operate equipment
- Operate motor vehicles to travel to and from meetings, training, conferences and assigned work duties
- Ability to work both indoor and outdoor work areas, and may be subjected to all weather elements
- Must be able to walk, climb and possibly run on uneven ground and rough terrain
- Must have ability to talk and hear in person and via use of telephone
- Specific vision requirements include close vision, distance vision and depth perception