

Florence County Highway Commission

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Joe Witynski
Highway Commissioner

Gary Steber
Committee Chairman

April 5, 2019

Florence County Highway Department

Florence County Highway Department is accepting applications for a full-time parts person position. Work hours will be 3 AM to 11 AM Monday thru Friday during the winter and 5 AM to 3 PM Monday thru Thursday during the summer. Please see the full job description on the Florence County Website: www.florencecountywi.com.

Wisconsin residency is required by the end of the first year of employment.
If you are interested, submit your application, resume and cover letter to:

Florence County Administrative Coordinator
Attn: Donna Trudell
PO Box 410
Florence WI 54121
Or by email at: dtrudell@co.florence.wi.us

Resumes and applications will be accepted up to 3:00 PM on Monday, April, 22, 2019.

No prior applications will be considered.

Florence County is an equal opportunity employer

Sincerely,



Joe Witynski
Highway Commissioner

JW:db

PARTS PERSON

Approximate number of Employees in classification or with the same title - 1 (One); Division/Dept.: Highway; Location: Florence County Highway Garage; Reports to: Highway Commissioner and Shop Mechanic

PURPOSE OF POSITION: The purpose of this position is to perform a variety of clerical and manual tasks contributing to the efficient operation of the parts room. Duties range from preparing and maintaining records, issuing equipment and supplies, ordering parts and supplies, operating the computer using windows structure programs and/or County Highway Expenditure Microcomputer System (CHEMS).

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

Essential Functions

- Order and track all repair parts, fuel & lubes, constructions materials, etc. for county equipment/jobs and also for other entities as requested. All purchases and usages are to be entered into CHEMS on a daily basis.
- Responsible to manage salt & sand; compile reports (track usage, usage trends, storage, ordering, etc.)
- Responsible to determine and call out crew for early work week plowing operations.
- Responsible to get trucks/equipment out and ready for construction and winter activities.
- Complete the quarterly fuel survey and send to the State Auditor.
- Complete Annual Reports requested by the State (Radio Inventory, Fuel Cost Trend Analysis, Hazardous Materials, etc.)
- Responsible to complete year-end inventory of all parts, fuels and materials.
- Works on highway construction and maintenance projects as needed (Diggers Hotline, Signage etc.)
- Building and grounds upkeep including cleaning offices/bathrooms
- Back-up to enter into the CHEMS program the daily time/labor sheets for employees, consisting of putting appropriate job number based on what the activity was for the day.
- Back-up to enter into the CHEMS program the daily equipment used for all activity conducted for the day. Also consists of putting appropriate job, goes with daily labor entries.
- Back-up for a weekly report of winter storms that has to be completed and it includes total usage of salt. The report is then sent to the WisDOT.
- Back-up snow plow driver
- Any other duties given by the Commissioner as needed.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

Employee must maintain a current driver's license and CDL, minimum of Class B, to operate equipment as needed. While performing the duties of this job, the employee is regularly required to use his/her hands & fingers, handle, feel, and reach with hands or arms. The employee is frequently required to sit, climb or balance, stoop, kneel, crouch, crawl, talk and listen. The employee is occasionally required to stand, walk, and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds while stocking parts on shelves, hauling parts up stairs; moving oil barrels; unloading supplies shipped by trucks; carry plow blades around shop; Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Calculator, copy/fax machine, computer terminal with windows software and CHEMS, camera, power tools, chain saw, shovel, broom, automobile, truck, various highway construction and building maintenance equipment, first aid materials, personal protective equipment such as breathing apparatus, steel toe boots, hearing & eye protection and office/restroom cleaning equipment.

QUALIFICATIONS NEEDED (Education, Skills):

Four years' high school is required. A Commercial Drivers License is required. Knowledge of bookkeeping principles and practices; inventory control; able to efficiently use a computer, calculator, fax/copy machine to insure accurate procedures. Knowledge of heavy-duty truck and equipment operation is required. Ability to effectively communicate information to county officials, clients, customers, state officials and the general public.

A passing score on the following tests will also be required:

- Following verbal and written instructions
- Mathematical skills
- Basic computer skills (Word & Excel)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold, extreme heat, risk of electrical shock and vibration.

Hours are from 3:00 a.m. to 11:00 a.m. Monday thru Friday when highway personnel are on 5-day work weeks and 5:00 am to 3:00 pm Tuesday thru Friday when highway personnel are on 4-day work weeks. (Note: Work times will vary depending on work schedule and/or the discretion of the Commissioner.)

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills 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 judgment, to be proper.