

**LINCOLN COUNTY
HIGHWAY COMMITTEE
Thursday, December 1, 2016 7:30 AM
Commissioner's Office, 100 Cooper St, Merrill**

AGENDA

1. Call Meeting to Order
2. Approve Minutes of Previous Meeting(s)
3. Set Future Meeting(s)
4. Claims (If Any)
5. Public Comment
6. Financial Report
7. Surplus Auction Update
8. Skylift
9. Truck Bids
10. Wage Study Implementation
11. Request to Fill Authorized Position – Highway Worker
12. Request to Fill New Position – Highway Worker
13. Report by Superintendents
 - a. Monthly Progress Report
14. Commissioner's Report on Highway Operations
 - a. 2016-2017 Material Rates
 - b. Jurisdictional Transfer CTH S
 - c. Jurisdictional Transfer CTH Q
 - d. Load Rating CTH E Bridge
15. Adjourn

DISTRIBUTION:

Highway Committee Members

**Carl Vander Sanden
Christopher Heller**

**Bill Bialecki
Kevin Koth**

Kortney Pike

Administrative Coordinator

Department Heads

Bulletin Boards

Courthouse – Posted on _____ at _____ .m. by _____

News Media – Notified on _____ at _____ .m. by _____

Service Center – Posted on _____ at _____ .m. by _____

Tomahawk Annex – Posted on _____ at _____ .m. by _____

Other County Board Supervisors

News Media

While there may be a quorum of the Forestry, Land & Parks Committee present, no Forestry, Land & Parks, and Solid Waste Committee business will be conducted at this meeting.

There may be a quorum of other Lincoln County committees present at this meeting.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. You may contact the County Clerk at 715-539-1019. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

Items listed may or may not be acted upon.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(c).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 not more than \$300.00 for each violation.

Lincoln County Highway Committee
Minutes from Thursday, November 3, 2016
7:30 a.m. – 9:14 a.m.
Commissioners Office, Merrill

Members Present: Carl Vander Sanden, Bill Bialecki, Chris Heller and Kortney Pike
Kevin Koth was excused
Visitors: Kelly Reith, Jeff Hess, Robert Lee, Todd Schmeltzer, Mike Warber and Heather Marheine

Call Meeting to Order

Meeting was called to order at 7:30 a.m.

Approve Minutes of Previous Meeting(s) – Motion by Bialecki, seconded by Heller to approve the minutes from October 6, 2016 as presented. All ayes. Motion carried.

Set Future Meetings

Thursday, December 1, 2016, 7:30 a.m. Commissioner's Office, Merrill

Thursday, January 5, 2017, 7:30 a.m. Commissioner's Office, Merrill

Claims – None

Public Comment – None

Financial Report – Marheine reported on the financials through September 25, 2016. Motion by Heller, Seconded by Vander Sanden to place the report on file.

WISDOT 2017 Routine Maintenance Agreement – Jeff Hess from the State Department of Transportation thanked the County for their work and stated he appreciated the good working relationship the County and State have. He went on further to discuss the changes happening around the state with the funding and explained how the Performance Based Maintenance (PBM) and Discretionary Maintenance Agreement (DMA) funds are working. Reith explained to the committee the Routine Maintenance Agreement (RMA) is a significant funding source for the highway department and suggested the committee approve/sign the RMA for 2017. Motion by Pike, seconded by Heller to approve and sign the 2017 RMA as presented. All ayes. Motion carried.

Report by Superintendents

- a. **Monthly Progress Report** – Schmeltzer stated the county is working on mixing sand/salt for the upcoming season, the state has requested additional work on STH 107 to be billed to the RMA and that the state salt is expected to arrive on November 14th. Warber informed the committee he is preparing trucks for snow that aren't currently being used on projects.

Commissioner's Report on Highway Operations

- a. **Broadband Forward** – Reith explained he has been requested to draft a universal permit & fee structure for the broadband coming to this area.
- b. **Surplus Auction Update** – Reith and Warber updated the committee on how the sale went. It is complete and all but 12 out of the 136 items sold.
- c. **Tanker Claim Update** – Reith informed the committee we received the insurance check for the tanker claim from 2015.
- d. **Truck bid** – Reith reviewed previous and current bid documents with the committee. Motion by Bialecki, seconded by Heller to advertise for bids (3) 1 ton crew cab long box & (2) half ton crew cab short box trucks in two separate bids. Further discussion was made. All ayes. Motion carried. Then Reith, Warber and the committee went line by line as to how the bid should read.
- e. **Adjourn** – Motion by Bialecki, seconded by Heller to adjourn at 9:14 a.m. All ayes. Motion carried.

Highway Cash Flow Statement for Month End 2016

	September	October	YTD
Cash Flow From Operating Activities			
From other County Departments	339,408.53	226,764.84	\$ 3,612,850.62
From Government and Other Parties for sales	200,132.77	301,538.01	\$ 2,327,069.74
To employees for compensation and fringe benefits	(322,432.28)	(229,301.67)	\$ (2,650,926.68)
To vendors for goods and services	(574,733.81)	(325,153.49)	\$ (2,696,311.89)
Other cash Received	976.39	477.46	\$ 8,283.99
Net cash provided by (used in) operating activities	<u>(356,648.40)</u>	<u>(25,674.85)</u>	\$ <u>600,965.78</u>

Cash Flow from Capital and related financing activities			
Sale of Capital Assets			\$ 44,440.74
Insurance Recovery			\$ -
Focus on Energy Grant			\$ -
Acquisition of Capital Assets	(107,124.30)		\$ (738,668.72)
Equipment			
Net cash used for capital and related financing activities	<u>(107,124.30)</u>	<u>-</u>	\$ <u>(694,227.98)</u>

Increase (Decrease) in cash and cash equivalents	(463,772.70)	(25,674.85)	(93,262.20)
Beginning Cash Balance (1/1/16)			\$ 334,475.71
Cash Balance			<u>\$ 241,213.51</u>

	Receivables unpaid as of	
	9/30/2016	10/31/2016
	September	October
State	125,299.20	196,206.65
Lincoln Hills/DNR		42.76
Cities/Towns	134,612.62	87,356.63
City/Town Bridges		
Schools		
County Departments	900.42	1,876.32
Insurance Recovery		
Total	<u>260,812.24</u>	<u>285,482.36</u>

GENERAL MAINTENANCE

Project

PAVING PROJECTS:

CTH E = GRAVEL

Job No.	2015 Transfer In	2016 Proposed Budget	2016 Adjustments	Adjusted 2016 Budget	Monthly Activity 9/26-10/23/16	YTD Activity	Balance	% of Budget Used
310.448		30,000	(13,129)	16,871		(1,745.71)	15,125	10.35%
Pulverize & Repave: ADJ 2015 Contingency from County								
CTH M - Copper River to Cedar Rd (4 miles)		600,000	90,825	690,825	(14,731.80)	(722,280.87)	(31,456)	104.55%
CTH N - City of Merrill to 1st set of RR tracks (4.8 miles)		700,000	125,600	825,600	(2,779.92)	(803,670.87)	21,929	97.34%
CTH O - City of Merrill to 1st set of RR tracks (4.8 miles)								
*\$471,707 2015 Contingency								
Country wide chip sealing								
CTH C - 3.5 Miles K to 17	310.2016.C	37,973	18,027	56,000	(7,605.60)	(23,383.09)	32,617	41.76%
CTH X - 13.5 Miles Marathon City Line to STH 17	310.2016.X	126,575	110,425	237,000	(35,413.48)	(166,857.12)	70,143	70.40%
Culvert Replacement								
CTH W	310.2016.W		22,500	22,500	(17,473.21)	(29,432.40)	(6,932)	130.81%
CTH S	310.2016.S		50,000	50,000		(4,133.45)	45,867	
CTH "D" Boat Landing	310.2016.D					(9,309.59)	(9,310)	
Ditching & Culvert replacements	310.001.D	0	(20,940)			(1,727.75)	(1,728)	#DIV/0!
Highway Safety Maint. Program	310.591	20,940				(323.21)		
TOTAL PAVING PROJECTS	164,548	1,350,940	383,308	1,888,796	-78,327	-1,762,541	136,255	92.82%

MISCELLANEOUS GENERAL MAINTENANCE:

Surface Maintenance	310.001	314,203		314,203	(38,043.16)	(298,661.82)	15,541	95.05%
Painting		100,000		100,000	(16,011.63)	(67,904.93)	32,095	67.90%
Crack Sealing		100,000		100,000		(62,784.53)	37,215	62.78%
Shoulder Maintenance		93,956		93,956	(16,278.67)	(111,093.08)	(17,139)	118.24%
Vegetation Control		100,000		100,000	(578.48)	(112,334.09)	(12,384)	112.33%
Drainage Maintenance		46,005		46,005	(21,509.97)	(65,094.30)	(19,089)	141.49%
Traffic Control		73,135		73,135	(71,792.09)	(19,215.98)	(718)	100.48%
Supervision		148,569		148,569	(149,286.78)	(51,904.78)	(27,060)	95.56%
Miscellaneous		24,245		24,245	(8,353.65)	(95,562.18)	4,438	57.20%
Equipment Storage		100,000		100,000		(13,727.04)	10,273	51.35%
GPL Insurance (County Portion)		35,000		35,000			1,446	0
Training		24,000		24,000	(4,621.75)			
CDU/Drug Testing		2,972		2,972				
Adopt a Highway								
TOTAL MISCELLANEOUS GENERAL	0	1,162,085	0	1,162,085	(135,086.48)	(1,101,073.60)	61,011	94.75%

TOTAL GENERAL MAINTENANCE

0070 GM

164,548	2,513,025	383,308	3,060,881	(213,413.70)	(2,863,614.45)	197,267	93.56%
164,548	2,513,025	383,308	3,060,881	-213,414	-2,863,614	197,267	

WINTER MAINTENANCE

	<u>9/26-10/23/16</u>	<u>YTD</u>
Additions:		
Budget Amount		<u>900,000.00</u>
Subtractions:		
Wages	(258.68)	(160,831.60)
Fringe Benefits	(205.61)	(128,993.78)
Salt Storage	0.00	(689.24)
State Salt Storage Reimbursement		620.41
Small Tool Rental	(6.03)	(3,767.73)
Equipment Rental		(213,490.61)
Materials		(81,232.89)
20% Patrol Supervision		(6,896.84)
Misc. Supplies & Expenses	(225.93)	(1,327.00)
Material Handling		5,842.10
Snow Fence Rental		
Total Subtractions	<u>(696.26)</u>	<u>(590,767.18)</u>
Budget to Actual Total		<u><u>309,232.82</u></u>
Total budget used to date		65.64%
winter contingency		150,000.00

ROAD CONSTRUCTION

Project	No.	2015 Transfer In*	Total 2016 Budget	2016 Adjustment	9/25-10/23/16 Activity	YTD Activity	Balance	Per Cent of Budget Used
CTH CC Reconstruction/Repair	312.2016.CC		50,000	-20,000		(274.28)	29,725.72	0.00 #DIV/0!
Total Expenses			50,000.00	0	(20,000.00)	(274.28)	29,725.72	#DIV/0!
0070 Roads		0	0	0	0	0	29,726	

Project	No.	2016 Transfer In	2016 Budget	2016 Adjustment	Total 2016 Budget	9/26-10/23/16 Activity	YTD	Balance	Per Cent of Budget Used
County Bridge Maintenance									
General Maintenance - County	313,300	0	30,000	50,000	80,000 maint	-775.50	-48,260	31,740	60.33%
		0							
Cost Share Projects with Towns									
Culvert Cost Share - Town (Replace Culverts 48" or larger-50% County)	313,300	0	20,000		20,000 maint	-11,879.37	-13,282	0	0.00%
Town of Corning	(896)						-3,093		
Town of Bradley	(359)						-3,093		
Town of Rock Falls	(257)								
Town of Scott	(263)								
County Bridge Construction									
CTH CC Bridge	316,342	0	50,000	14,000	64,000 const design		-71,482	-7,482	0.00%
Total for Bridge Maintenance		0	50,000	50,000	100,000	-12,655	-67,728	32,272	67.73%
Total for Bridge Construction		0	50,000	14,000	64,000	0.00	-71,482	-7,482	
		0	50,000		100,000	-12,655	-67,728	32,272	
		0	50,000		64,000	0	-71,482	-7,482	

Kelly Reith

From: Patrick Gierl
Sent: Friday, November 11, 2016 8:41 AM
To: Kelly Reith
Subject: FW: 66' and 60' straights
Attachments: image1.JPG; image2.JPG

This is something I believe would be in our price range as a joint buy. You were looking at others in the past. How do these compare?

Thanks

Patrick Gierl, BOC Level 1
Maintenance Director

Lincoln County Maintenance
Department
Lincoln County Service Center
801 N. Sales Street, suite 201
Merrill, WI 54452
715-536-0347
715-218-6756
pgierl@co.lincoln.wi.us

-----Original Message-----

From: Tony Shaw [mailto:tony.shaw@sunbeltrentals.com]
Sent: Thursday, November 10, 2016 4:02 PM
To: Patrick Gierl <PGierl@co.lincoln.wi.us>
Subject: 66' and 60' straights

Pat,

I do have a 2008 60' straight boom lift for sale, pics attached. This unit will sell for \$27,500 plus shipping and tax.

I also have some used 66' - 2008 units in 1 of the Chicago locations, they range from \$33,500 to \$45,000.

[image1.JPG]

[image2.JPG]

Please give me a call or email with any questions.

Thanks

We Appreciate Your Business [cid:image001.png@01CFF810.E31568B0]

Tony Shaw

Outside Sales Manager

Making It Happen For Our Customers!

715.203.9467<tel:715.203.9467> Mobile

715.870.4222<tel:715.870.4222> Office

715.870.4223<tel:715.870.4223> E-Fax

tony.shaw@sunbeltrentals.com<mailto:tony.shaw@sunbeltrentals.com>



SUNBELT
DEERE



**Lincoln County
Position Description**

Position Title: Highway Worker

Department: Highway Department

Pay Grade: Highway Worker Scale

FLSA: Non-Exempt

Date: April 2016

Reports To: Superintendents

Purpose of Position

The purpose of this position is to perform a variety of skilled and unskilled labor and equipment operations in the construction and maintenance of highways, bridges, equipment, and county facilities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operates a variety of light road maintenance and construction equipment and tools to perform road surface and shoulder maintenance such as paving, shouldering, grading, sweeping, sealcoating, patching, snow removal and drift control, and de-icing applications.
- Performs shoulder to right-of-way maintenance such as removing debris and hazards, cutting brush and trees, mowing roadsides, and vegetative management.
- Inspects, installs, replaces and maintains culverts and drainage.
- Maintains, repairs and replaces roadside structures such as guardrails, road markings, bridge decks, snow and security fences, and signs.
- Performs routine, preventative maintenance and cleaning of vehicles and equipment. Monitors equipment operating condition, identifies concerns and reports issues to Superintendents.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Respond to emergency calls (snow removal, down trees, etc.).
- Work odd hours or days as needed.
- Possess the knowledge and ability to set up and maintain proper signage and safety barricades/barrels at various work zone sites with minimal supervision or direction.
- Must be able to work in flagging operations for long hours.
- Operate equipment or work as a laborer in crack sealing, paving, chip sealing, shouldering, ditching, vegetation control including brush and tree removal, mowing and construction operations.
- Record all parts and materials used for proper inventory and billing.
- Other duties assigned by Superintendents.

Minimum Training and Experience Required to Perform Essential Job Functions

High School graduate with good knowledge of road maintenance and equipment. One to two years of experience preferred. Possession of a Commercial Driver's License with air brakes, combination and tank endorsements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following listed requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County Requirements and a good driving record.

Computer and office Equipment

- Ability to operate a variety of office equipment including personal computer, printers, calculator, copy machine, telephone, fax, camera, etc.

Supervisory Skills

- Must be able to follow directions and work independently with little supervision.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability and Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to understand and complete documents including daily time and equipment report sheets, county policies including but not limited to personnel and safety policies, operating and maintenance manuals
- Must have the ability to interact positively and courteously with other employees, supervisors and the general public.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to problem solve involving several variables under normal situations.

Environmental Adaptability

- Ability to perform duties under various adverse weather and environmental conditions.
- Must be able to work indoors or outdoors for long periods of time.

Lincoln 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Equipment Operator I

Department: Highway Department

Pay Grade: Equipment Operator I

FLSA: Non-Exempt

Date: April 2016

Reports To: Superintendents

Purpose of Position

The purpose of this position is to perform variety of road maintenance, repair and construction tasks for Lincoln County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operate a variety of road maintenance machines and construction equipment.
- Move heavy equipment to and from jobsites.
- Know and perform minor repairs and preventative maintenance on equipment.
- Ability to direct employees on small construction projects.
- Work with minimal instruction or supervision
- Exhibits initiative and leadership qualities.
- Work odd hours or days as needed
- Respond to emergency calls (snow removal, etc.)
- Record all parts and materials used for proper inventory and billing.
- May also be assigned duties per the Job Description of the Highway Worker.
- Other duties as assigned by Superintendents.

Minimum Training and Experience Required to Perform Essential Job Functions

High School graduate with knowledge of construction and maintenance procedures and operations. Possession of a Commercial Driver's License with air brakes, combination and tank endorsements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following listed requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of

climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.

- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County Requirements and a good driving record.

Computer and office Equipment

- Ability to operate a variety of office equipment including personal computer, calculator, copy machine, telephone, fax, camera, etc.

Supervisory Skills

- Must be able to follow directions and work independently with little supervision and direct other employees on small construction projects.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability and Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to understand and complete documents including daily time and equipment report sheets, county policies including but not limited to personnel and safety policies, operating and maintenance manuals
- Must have the ability to interact positively and courteously with other employees, supervisors and the general public.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to problem solve involving several variables under normal situations.

Environmental Adaptability

- Ability to perform duties under various adverse weather and environmental conditions.
- Must be able to work indoors or outdoors for long periods of time.

Lincoln 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Equipment Operator II

Department: Highway Department

Pay Grade: Equipment Operator II

FLSA: Non-Exempt

Date: April 2016

Reports To: Superintendents

Purpose of Position

The purpose of this position is to perform variety of road maintenance, repair and construction tasks for Lincoln County. This position has a regular or full time assignment to a particular piece of road maintenance or road construction equipment. These pieces of equipment will include the Backhoe, Grader, Gradall, Hot Mix Asphalt Paver, Hot Mix Asphalt Roller, Loader/Dozer/Milling Machine, Paint Sprayer and any other equipment as determined by the Highway Commissioner. Successfully performs the essential duties with a minimum of supervision.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operate a variety of road maintenance machines and construction equipment.
- Ability to shape, grade and/or roll road surfaces, ditches and back slopes to a final or finish grade or surface with minimal supervision or direction.
- Move heavy equipment to and from jobsites.
- Know and perform minor repairs and preventative maintenance on equipment.
- Ability to direct other employees on small construction projects.
- Work with minimal instruction or supervision.
- Exhibits elevated levels of initiative and leadership qualities.
- Work odd hours or days as needed.
- Respond to emergency calls (snow removal, etc.)
- Record all parts and materials used for proper inventory and billing.
- May also be assigned duties per the Job Description of the Highway Worker.
- Other duties as assigned by Superintendents.

Minimum Training and Experience Required to Perform Essential Job Functions

High School graduate with knowledge of construction and maintenance procedures and operations. Possession of a Commercial Driver's License with air brakes, combination and tank endorsements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The following listed requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Must have a valid Wisconsin Driver’s license, proof of insurance that satisfies Lincoln County Requirements and a good driving record.

Computer and office Equipment

- Ability to operate a variety of office equipment including personal computer, calculator, copy machine, telephone, fax, camera, etc.

Supervisory Skills

- Must be able to follow directions and work independently with little supervision and direct other employees on small construction projects.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability and Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to understand and complete documents including daily time and equipment report sheets, county policies including but not limited to personnel and safety policies, operating and maintenance manuals
- Must have the ability to interact positively and courteously with other employees, supervisors and the general public.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to problem solve involving several variables under normal situations.

Environmental Adaptability

- Ability to perform duties under various adverse weather and environmental conditions.
- Must be able to work indoors or outdoors for long periods of time.

Lincoln 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee’s Signature

Supervisor’s Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Highway Mechanic

Department: Highway Department

Pay Grade: Mechanic

FLSA: Non-Exempt

Date: April 2016

Reports To: Superintendents

Purpose of Position

This is a regular, full time position performing highly skilled work in the Highway Shop. Essential functions include the maintenance and repair of all diesel and gasoline trucks and construction equipment of the Highway Department. Must be able to troubleshoot problems and determine equipment malfunctions and make necessary repairs. Position is supervised by the Highway Department Shop Foreman.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Diagnose problems and perform repairs to fleet of trucks and construction and maintenance equipment, which includes engine overhauls, repairing drive trains, electrical and hydraulic systems, major welding and minor machine work.
- Outfits and maintains County vehicles and equipment; performs major repairs including but not limited to, clutch, water pump, fuel pump, cooling, ignition and electrical systems; greases and cleans equipment; checks fluids; makes vehicle safety checks and changes lights and tires; changes hoses, oil and filters, spark plugs, wires and related parts including valves, pistons, and main bearing assemblies; performs brake and radiator work; and repairs and overhauls engines, transmissions, front and rear end assemblies, air compressors, hydraulic systems, and other specialized related equipment.
- Performs body work, including gas and electrical welding, painting and metal fabrication in completion of repair assignments.
- Performs various automotive shop tasks and miscellaneous maintenance and custodial duties in and around the shops and buildings as required.
- Maintains records and makes reports as required.
- Subject to call at all times for winter snow and ice removal, and other emergency and non-emergency situations.
- Attends meetings, continuing education seminars, and training courses, as needed.
- Adheres to and promotes safety as a priority in the workplace.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

Minimum Training and Experience Required to Perform Essential Job Functions

- Possess a high-school diploma, GED or equivalent;
- Associates Degree in Diesel Mechanic program or related field plus minimum of 2 years' experience in heavy truck and off road equipment repair required, or any combination of education and experience to be considered equivalent.
- Experience with automotive and small engine maintenance and repair.
- Experience with mechanical, electrical and computer controlled hydraulic systems.
- Experience performing service calls.
- Possession of a Commercial Driver's License with air brakes, combination and tank endorsements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following listed requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and office Equipment

- Ability to operate a variety of office equipment including personal computer, calculator, copy machine, telephone, fax, camera, etc.

Supervisory Skills

- Must be able to follow directions and work independently with little supervision.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability and Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to understand and complete documents including daily time and equipment report sheets, county policies including but not limited to personnel and safety policies, operating and maintenance manuals
- Must have the ability to interact positively and courteously with other employees, supervisors and the general public.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to problem solve involving several variables under normal situations.

Environmental Adaptability

- Ability to perform duties under various adverse weather and environmental conditions.
- Must be able to work indoors or outdoors for long periods of time.

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Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Highway Fabricator/Welder

Department: Highway Department

Pay Grade: Highway Worker Scale

FLSA: Non-Exempt

Date: April 2016

Reports To: Shop Foreman

Purpose of Position

This is a regular, full time position performing highly skilled work in the Highway Shop. Essential functions include Fabrication and repairs on but not limited to Highway equipment that require welding, cutting, and use of metal working tools and equipment. Must be able to perform mechanical repairs to diesel and gasoline trucks and construction equipment. Position is supervised by the Highway Department Shop Foreman.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Design and fabricate a variety of projects, specialty equipment or attachments for Highway Department use.
- Perform maintenance and repair welding on Highway equipment including hard surface welding on buckets, wear bars, skids, and etc.
- Maintain gas cylinder inventory.
- Keep track of fabrication shop supplies necessary for welding cutting and machining. (Welding wire, cut off discs, saw blades, drill bits, cutting coolants, mill and lathe cutting tools.)
- Performs body work, including gas and electrical welding, painting and metal fabrication in completion of repair assignments.
- Performs various fabrication shop tasks and miscellaneous maintenance and custodial duties in and around the fabrication shop and buildings as required.
- Maintains records and makes reports as required.
- Use precision measuring tools and equipment.
- Operate and maintain metal working equipment including but not limited to drill press, metal lathe, metal mill, metal band saw, plasma cutter, gas torches, and MIG welders.
- Understand the hazards of metal working, cutting and welding and use appropriate safety equipment and fume extractors along with proper PPE.
- Subject to call at all times for winter snow and ice removal, and other emergency and non-emergency situations.
- Attends meetings and continuing education seminars and training courses, as needed.
- In addition, may be assigned duties per the job description of the Highway Mechanic.
- Adheres to and promotes safety as a priority in the workplace.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

Minimum Training and Experience Required to Perform Essential Job Functions

- Possess a high-school diploma, GED or equivalent;
- Attended a welding program on but not limited to shield metal arc welding, gas tungsten arc welding, gas metal arc welding, oxyacetylene cutting and welding, brazing and soldering or any combination of education and experience to be considered equivalent.
- Experience in heavy truck and off road equipment repair required, or any combination of education and experience to be considered equivalent.
- Experience with automotive and small engine maintenance and repair.
- Experience with mechanical, electrical and computer controlled hydraulic systems.
- Experience performing service calls.
- Possession of a Commercial Driver's License with air brakes, combination and tank endorsements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The following listed requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and office Equipment

- Ability to operate a variety of office equipment including personal computer, calculator, copy machine, telephone, fax, camera, etc.

Supervisory Skills

- Must be able to follow directions and work independently with little supervision.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability and Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to understand and complete documents including daily time and equipment report sheets, county policies including but not limited to personnel and safety policies, operating and maintenance manuals
- Must have the ability to interact positively and courteously with other employees, supervisors and the general public.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to problem solve involving several variables under normal situations.

Environmental Adaptability

- Ability to perform duties under various adverse weather and environmental conditions.
- Must be able to work indoors or outdoors for long periods of time.

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Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Parts Clerk

Department: Highway

Pay Grade: Parts Clerk

FLSA: Non-Exempt

Date: April 2016

Reports To: Highway/Patrol Superintendents

Purpose of Position

The purpose of this position is to perform parts inventory and distribution tasks.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Orders and receives Department equipment repair parts and supplies according to quality, best available price and needs.
- Confers with shop foreman regarding needed parts and supplies.
- Enters parts received and distribution into computer inventory records. Places parts/supplies into appropriate storage area.
- Consults with vendor representatives regarding parts availability and complete/incomplete orders. Reviews bills of lading/invoices for complete shipment.
- Monitors inventory of frequently used items to maintain inventory.
- Records parts charged to work orders on daily basis.
- information regarding parts and supplies both in-person and over telephone.
- Provides Categorizes and numbers stock.
- Signs for parts delivery.
- Inventories stock.
- Maintains vendor information lists.
- Records fuel and oil use in computer database.
- Maintains overall inventory.
- Other duties assigned by superintendent.
- Plus the Job Description of the Highway Worker.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with vocational/technical training in truck and heavy equipment repair and one to two years parts or repair experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Possession of a Wisconsin Commercial Driver's License with air brakes, combination and tank endorsements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Ability to operate a motor vehicle.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Possession of a Commercial Driver's License with air brakes, combination and tank endorsements.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a wide variety of reference data and information such as billings, parts manuals, catalogs, parts lists, fuel and oil use reports, CHEMS User Manual, Department financial report, work orders, operating instructions and records.
- Ability to communicate with Department personnel, vendor representatives, and Town officials and personnel.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several variables during normal and emergency situations.

Environmental Adaptability

- Ability to work effectively in an office environment.

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Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Bridge Program Manager

Department: Highway

Pay Grade: 9

FLSA: Non-Exempt

Date: April 2016

Reports To: Highway/Patrol Superintendents

Purpose of Position

The purpose of this position is to perform a variety of skilled and unskilled labor and equipment operations in the construction and maintenance of highways, bridges, equipment, and county facilities. Additionally this position is to inspect bridges on both the local and county systems and act as the Bridge Program Manager for Lincoln County

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Complete the routine and/or underwater probe/visual bridge inspection report forms and deliver a hard copy to the Highway Commissioner. Submit one hardcopy of the bridge inspection report form to each respective municipality for their files. Include a summary letter to the county and each municipality indicating the results of the inspection, the possible need to rerate any structure for load capacity, and a list of any immediate repairs or maintenance of structures required.
- Inspect the estimated 108 bridges for Lincoln County
- Complete, when required, the load posted report with four pictures, one at each sign for each load posted bridge.
- Electronic filing into the WISDOT HSIS computer system, for routine, will be completed within 28 days after inspections.
- Electronic filing into the WISDOT HSIS computer system for underwater profile and load posted report for each bridge.
- Provide a minimum of 2 digital color photos, along centerline and side view, of each bridge. Provide digital color photos of major structure deterioration, NBI of 4 or less, and maintenance issues. Provide a copy of all photos to the Highway Commissioner and applicable town/municipality.
- Supervises bridge repairs on State and County bridges according to State specifications.
- Creates and maintains a 5 year Bridge maintenance/repair plan.
- Coordinates, plans and work with the Highway/Patrol Superintendent. Keeps Highway Commissioner informed on the status of projects. Confers with Department of Transportation personnel, Town Chairmen, and other local and State personnel regarding Highway Bridge projects.
- Adheres to and promotes safety as a priority in the workplace.
- In addition, may be assigned duties per the Job Description of the Highway Worker.
- Other duties as assigned by supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with technical training in highway bridge construction and maintenance and a minimum of 10 years Bridge inspection experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must have the ability to be accepted by WISDOT as a program manager.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Ability to operate various surveying equipment including transit and level.
- Ability to operate a motor vehicle.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Possession of a Commercial Driver's License with air brakes, combination and tank endorsements.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including Detail Statements of Expenditure, bridge inspection reports, State and County winter/summer maintenance policy, maintenance and operation manuals, construction specifications and requirements.
- Ability to prepare a variety of documents including, bridge inspection reports and maintenance recommendations.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret civil engineering terminology.
- Ability to communicate effectively with State DOT personnel, Town Chairmen, Highway

Commissioner and other personnel, local and State law enforcement personnel, engineers, the general public, and others verbally and in writing.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several variables during normal and emergency situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to perform field inspections and work outdoors under emergency weather conditions.

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Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Crew Foreman

Department: Highway

Pay Grade: 10

FLSA: Exempt

Date: April 2016

Reports To: Highway Commissioner

Purpose of Position

The purpose of this position is to supervise and direct the activities of highway maintenance, construction and safety training for the work crews.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises and directs the activities of highway maintenance and construction work crews. Ensures that safety requirements are met. Directs maintenance, snow removal, and salting operations on County highways and State roads. Supervises the operation of trucks and other heavy equipment.
- Responds to emergency calls and complaints as required.
- Compiles and completes various reports including work completed, material cost, tier II, MSHA, DNR, Department of Safety and Public Services, US Geology, etc. as required.
- Records road condition ratings using the WSLR system.
- Performs routine inspections of confined space equipment, fire extinguishers, eyewash stations, spill control supplies, chains, slings, man lift, first aid kits, pre-post trip inspection reports, etc.
- Keeps MSDS books updated and makes sure they are accessible.
- Patrols State and County roads on a regular basis to observe work in progress and to determine needed roadwork or improvements.
- Performs on-call duties as required.
- Keeps the Highway Department's safety program updated, recommends training needed for the highway employees, and coordinates it with the Highway Commissioner.
- Trains new employees regarding the proper operation and maintenance of equipment, including safety considerations.
- Coordinates, supervises, and maintains records of centerline and edge line painting.
- Performs duties of the Superintendents during absences.

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with technical training in highway construction and maintenance and three to five years related experience, including supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Possession of a Commercial Driver's License with air brakes, combination and tanker endorsements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Ability to operate a variety of road maintenance and construction equipment including trucks, graders, bulldozers, tractors, etc.
- Ability to operate a motor vehicle.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including daily time, machine, material, and production reports, planning worksheets, attendance reports, balance sheets, policy and procedure manuals, maps, etc.

- Ability to prepare a variety of documents including project cost reports, daily time, machine, material, and production reports, accident reports, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret highway construction and maintenance terminology.
- Ability to communicate effectively with Highway Department personnel, DOT personnel, DNR representatives, contractors, property owners, sales representatives, law enforcement personnel, and others verbally and in writing.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several variables during normal and emergency situations.

Environmental Adaptability

- Ability to work effectively in an office environment
- Ability to work effectively at highway construction sites and under emergency weather conditions.

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Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Highway Shop Foreman	Department: Highway
Pay Grade: 11	FLSA: Exempt
Date: April 2016	Reports To: Highway Commissioner

Purpose of Position

The purpose of this position is to coordinate and supervise the repair and maintenance of Highway department equipment including heavy equipment and vehicles.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates the activities and training of shop and parts personnel; reviews time sheets; prepares performance evaluations; ensures that work meets quality standards. Provides safety training; ensures that proper safety precautions and equipment are used.
- Coordinates with the Crew Foreman and Superintendents, the use and maintenance of equipment; provides information and assistance regarding construction and equipment problems.
- Checks out equipment and supplies; maintains records relating to equipment use, service, and maintenance; prepares charges as appropriate.
- Provides assistance with repair work as required.
- Maintains equipment, tool, and parts inventory; maintains equipment catalogs, service manuals, and other files as required.
- Prepares various reports as requested, including hazardous inventory reports.
- Provides assistance in developing specifications for truck and other equipment purchases; reviews bids for price and quality; maintains contact with vendors as required.
- Coordinates the sale of surplus and obsolete equipment.
- Maintains permits for operating equipment; distributes driveway, right-of-way alteration, and overload permits.
- Performs general building and grounds maintenance; including heating, water, ventilation, fuel systems, etc.
- Performs on call duties as required.
- Performs routine inspections and reports of highway department grounds, shop equipment, vehicles and tools.
- Responsible for parts inventory and confirming the receipt of parts ordered.
- Responses to emergency calls and complaints as required.
- Keeps Highway Commissioner informed on condition of equipment and grounds including major repairs required.

- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned by supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with technical training in heavy equipment maintenance and repair, five years related experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Possession of a Commercial Driver's License with air brakes, combination and tanker endorsements.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Ability to repair and maintain a variety of highway construction and maintenance equipment including trucks, loaders, bulldozers, mowers, graders, pavers, etc.
- Ability to use mechanic's tools, including welding equipment.
- Ability to operate a motor vehicle.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Must be able to diagnose equipment issues using computer based vehicle diagnostic tools.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including time sheets, billing statements, fuel tickets, equipment specifications, maintenance reports, permits, purchase orders, maintenance records, equipment and vehicle repair manuals, parts manuals, etc.
- Ability to prepare a variety of documents including time sheets, accident reports, EPA reports, maintenance records, specification sheets, inventory documents, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret mechanics terminology.
- Ability to communicate effectively with Highway Department personnel, work crew members, DOT personnel, vendors, city and township personnel, the general public, and others verbally and in writing.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several variables during normal and emergency situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to work effectively in a mechanic's shop environment.
- Ability to work effectively at highway construction sites and under emergency weather conditions.

Lincoln 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Patrol Superintendent

Department: Highway

Pay Grade: 13

FLSA: Exempt

Date: April 2016

Reports To: Highway Commissioner

Purpose of Position

The purpose of this position is to supervise and coordinate various highway construction and maintenance projects.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans daily work schedules, work assignments and reviews daily time sheets. Calls in individuals or crews after regular working hours when necessary to handle emergency road repairs and hazards, plowing or salting. Reports road conditions to State highway district office during adverse weather periods; prepares reports as required.
- Supervise maintenance and repair on State trunk highways and snow removal and salt operations on State trunk highways, County and town roads in the northern part of the County. Maintains an inventory of all state winter maintenance materials.
- Supervises bridge repairs on State bridges according to State specifications.
- Patrols State and County roads on a regular basis to observe work in progress and to determine needed road work or improvements.
- Instructs employees in the proper operation of highway equipment and job safety. Supervises the use of personal protective equipment.
- Coordinates, plans and work with the Highway Superintendent; provides equipment and crews as necessary. Keeps Highway Commissioner informed on the status of projects. Confers with Department of Transportation personnel, Town Chairmen, and other local and State personnel regarding Highway projects. Works with State maintenance engineer to review Lincoln County's State maintenance budget.
- Prepares various reports as required, including work distribution, accident, sign, storm, salt, labor and material costs, and injury reports.
- Supervises the Shop Foreman in coordinating plans and the repair or modification of vehicles; recommends the replacement of existing equipment and purchase of new equipment.
- Obtains construction easements on State and County construction projects.
- Orders and maintains inventory of State furnished supplies; supervises State LFA projects.
- Coordinates on-call duties with the Highway Superintendent
- Responds to emergency calls and complaints.
- Adheres to and promotes safety as a priority in the workplace.

- Performs other duties as assigned by Highway Commissioner

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with technical training in highway construction and maintenance and a minimum of five years related experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Ability to operate various surveying equipment including transit and level.
- Ability to operate a motor vehicle.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including Detail Statements of Expenditure, job applications, weather information, daily gravel delivery slips, accident reports, utility permits, overweight permits, bridge inspection reports, State and County winter maintenance policy, maintenance and operation manuals, zoning ordinance manual,

construction specifications and requirements.

- Ability to prepare a variety of documents including injury reports, winter storm reports, purchase orders, level of service reports, employee warning records, personnel records, gravel purchase orders, insurance claims, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret civil engineering terminology.
- Ability to communicate effectively with State DOT personnel, Town Chairmen, Highway Commissioner and other personnel, local and State law enforcement personnel, engineers, utility companies, media representatives, the general public, and others verbally and in writing.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several variables during normal and emergency situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to perform field inspections and work outdoors under emergency weather conditions.

Lincoln 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Highway Superintendent

Department: Highway

Pay Grade: 13

FLSA: Exempt

Date: April 2016

Reports To: Highway Commissioner

Purpose of Position

The purpose of this position is to supervise and coordinate various highway construction and maintenance projects.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans daily work schedules, work assignments and reviews daily time sheets. Calls in individuals or crews after regular working hours when necessary to handle emergency road repairs and hazards, plowing or salting and prepares reports as required.
- Supervises winter operations on State, County and some town roads in the southern part of the County. Maintains an inventory of all county winter maintenance materials.
- Patrols County roads on a regular basis to observe work in progress and to determine needed road work or improvements. Makes recommendations to the Commissioner for improvements.
- Instructs employees in the proper operation of highway equipment and job safety. Supervises the use of personal protective equipment.
- Coordinates, plans and work with the Patrol Superintendent; provides equipment and crews as necessary.
- Keeps Highway Commissioner informed on the status of projects.
- Confers with Town Chairmen, and other local and State personnel regarding Highway projects, materials and maintenance needed on their system.
- Prepares various reports as required, including work distribution, accident, sign, storm, salt, labor and material costs, and injury reports.
- Supervises the Shop Foreman in coordinating plans and the repair or modification of vehicles; recommends the replacement of existing equipment and purchase of new equipment.
- Obtains construction easements and supervises County construction projects.
- Supervises the gravel crushing operations, including maintaining an inventory of all gravel, sand and recycled material in the county. Supervises the Crew Foreman in maintaining all record keeping needed for the crushing operations.
- Coordinates on-call duties with the Patrol Superintendent.
- Responds to emergency calls and complaints.
- Adheres to and promotes safety as a priority in the workplace.

- Performs other duties as assigned by Highway Commissioner

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with technical training in highway construction and maintenance and a minimum of five years related experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, walking, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Ability to operate various surveying equipment including transit and level.
- Ability to operate a motor vehicle.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including Detail Statements of Expenditure, job applications, weather information, daily gravel delivery slips, accident

reports, utility permits, overweight permits, bridge inspection reports, State and County winter maintenance policy, maintenance and operation manuals, zoning ordinance manual, construction specifications and requirements.

- Ability to prepare a variety of documents including injury reports, winter storm reports, purchase orders, level of service reports, employee warning records, personnel records, gravel purchase orders, insurance claims, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret civil engineering terminology.
- Ability to communicate effectively with State DOT personnel, Town Chairmen, Highway Commissioner and other personnel, local and State law enforcement personnel, engineers, utility companies, media representatives, the general public, and others verbally and in writing.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several variables during normal and emergency situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to perform field inspections and work outdoors under emergency weather conditions.

Lincoln 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Lincoln County Job Description

Position: Administrative Assistant

Department: Highway

Pay Grade: Administrative Assistant - Position Scale

FSLA: Non-exempt

Date: May 2016

Reports to: Highway Commissioner

Purpose of Position

The purpose of this position is to provide direction, coordinates daily operation of the office, program support, administrative support, technical support, calculates and prepares payroll, and provides secretarial services within the highway department. Assist the Commissioner with coordinating the overall program and office activities. Maintain the functioning of the office in the absence of the Commissioner. Program Assistant must be thoroughly knowledgeable with the regulations, department policies, county policies, and procedures which applies to the highway department. Although secretarial duties are included, many self-directed, program related tasks, problem solving and independent decision making are also involved.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides direction to supervisors and employees relating to office procedures, service to the public and the mission of the highway department.
- Maintains the functioning of the office in the absence of the Commissioner.
- Coordinates, schedules, and directs the daily operation of the office.
- Provides technical information and administrative support services to Commissioner, supervisors, staff, other county departments, and the public specifically relating to Highway.
- Develops or modifies forms, procedures, and record keeping methods for the department.
- Initiates procedures or projects, compiles research and data, and keeps accurate, clear records and reports.
- Knowledge of highway accounting for daily operations.
- Must maintain Confidentiality regarding Personnel folders, drug testing, FMLA, Workers Comp, discipline, evaluations, etc.
- Creates and Maintains Highway Department Personnel Folders including yearly emergency contact information.
- Keeps track of all status changes and performance evaluation schedules for Highway Department employees.
- Must be have knowledge of Chems Pro which is a WISDOT accounting system software.
- Assists in the preparation of specific detailed reports/information for Commissioner and supervisors as requested such as job costs, overtime reports, winter call list, phone lists, road closures, permits, etc.

- Must be able to set up job numbers, activity codes, employee numbers, vendors, materials, etc. as necessary in Chems Pro.
- Maintain, modify, correct problems in the payroll spreadsheet and reconcile the payroll spreadsheet with Chems Pro.
- Reviews employee timesheets for accuracy, coding and checking job numbers, activity codes, materials, work orders, equipment, time off, in and out, etc. verifying changes with supervisors and employees and making the necessary changes.
- Enters all hours for employees, equipment, materials, fuel, etc. in Chems Pro and balance daily with spreadsheet.
- Calculates employee's sick leave, vacation and comp time (by class) and reconcile with Finance and Administration departments.
- Calculates all employees overtime hours and pays according to the County Personnel Policy and the Fair Standards Labor Act based on 40 hours worked and tracking all time off for each employee and pay accordingly. Calculates payouts for retiring personnel and reconciles with Finance and Administration Departments.
- Provides Commissioner with final payroll every 2 weeks for approval and forwards to Finance Department.
- Creates, modifies, and orders crew timesheets.
- Answer questions, assist, and collect from Highway employees the annual forms relating to health, vision, and dental insurance, flexible spending, life insurance, and disability. Also assist with setting up health screening appointments and surveys on line.
- Distributes payroll direct deposit slips to employees of Highway along with county and department inserts.
- Provides reports for Administration for FMLA and Workers Comp.
- Maintains the automated phone system for Highway.
- Maintains the County Web Page for Highway.
- Maintains accounts receivables including receipting, preparing and making deposits, updating accounts receivables spreadsheet, and sending out 2nd notices.
- Maintains wide other variety of fiscal and clerical records and prepares reports as necessary.
- Provides assistance in preparing request for proposals, sends out packets to vendors, place ads in papers, opens bids, compile any reports necessary and create bid tabs.
- Provides secretarial support to the Highway committee, typing and mailing notices, agendas, minutes, compiles packets, do required postings, and make reservations/registrations for conferences. Provide department employees and other County Departments with agendas, minutes, and packets.
- Prepares road closure notices and notifies media, Sheriff's Department, schools, fire departments, etc.
- Prepares road limits notices and notifies media, town chairmen, municipalities, supervisors, highway web page, highway voicemail, etc.
- Provides assistance to the bridge program manager, gravel and hot mix specialist and the Brine Calibrator as necessary.
- Orders office supplies, equipment, and forms.
- Transcribes and types letters, memos, reports and related material to the department.
- Knowledge to answers questions regarding invoices to municipalities.

- Prepares vouchers, statements, checks billing codes and correct accordingly, requests vendors for missing invoices, prepares the schedule of vouchers for Commissioner and Committee, make copies of invoices for remittance, maintains & reconciles accounts.
- Must be able to use Munis.
- Opens all mail and distributes accordingly within Highway Department. Forwards pertinent information and documents to the Service Center run daily.
- Answers telephone, gives general information in response to inquiries, and performs related secretarial duties of the Commissioner.
- Prepares invoices to State, Towns, County departments, other Counties, Utilities, and others for work performed, sale of inventory, Road Right of Ways, Safety Training, single trip permits, driveway access permits, etc. .
- Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree (A.A.) or equivalent from two-year College or Technical School; or six months to one year related experience and/or training; or equivalent combination of education and experience. Prior experience in the program area of the assigned department is preferred.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, camera, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.

Mathematical Ability

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence. Ability to speak effectively before groups of customer or employees of the organization.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to interact positively with public and others.

Lincoln 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position: Finance Manager

Department: Highway

Pay Grade: 10

FLSA: Exempt

Date: April 2016

Reports to: Highway Commissioner

Purpose of Position

The purpose of this position is to, under general supervision of the Highway Commissioner and Finance Director, perform a variety of supervisory, accounting, training and other highway related and County financial duties.

Duties and Responsibilities for the Highway Department

- Directly supervises all office staff. As direct supervisor the office manager may assign any of the following duties or any duty deemed necessary by the office manager to any office staff.
- Administer office accounting operations including payroll, financial and statistical report development, department business transactions, machinery expenditures and revenues, and cost records.
- Provide administrative support for the Highway Commissioner and others within the department. Perform office and clerical duties including, but not limited to: preparation of documents and correspondence including department manuals, reports, letters, memos, forms, statistical documents and comparison reports, agendas and minutes, photocopy documents, files confidential and sensitive information, processes incoming and outgoing mail, and schedules and cancels appointments for staff as requested.
- Maintains fuel tracking system, including completing gas exemption reports.
- Collects and audits daily Labor & Machinery Reports and maintains computerized records of projects, materials, and labor expended, and payroll data. Verifies that fuels/materials and labor are charged to correct equipment, project and job accounts, and payroll information is entered accurately. Prepares related reports and submits to the State.
- Functions as receptionist for the department including answering telephones, taking messages or directing calls as appropriate and providing information and assistance. Relays messages via two-way radio to department staff.
- Assists in the preparation of the annual budget, and county aid petitions. Assists auditors in preparation of audit report.
- Maintains and balances accounts receivables. Calculates and bills labor, material, and service costs to be charged to the State, municipalities and County Departments.
- Compiles insurance claim information for accidents to send to either the County Clerk for submission on equipment or bills direct the public for property damage.
- Processes accounts payable invoices, orders office supplies and equipment by completing purchase requisitions and purchase orders.
- Collects fees, maintains bookkeeping records, and submits cash and checks to Treasurer.
- Assists with coordinating the sale/inventory of used equipment and material.

- Reviews permit applications for completeness and responds to inquiries from the public. Administers permits for Adopt-A-Highway Program, TODS, arrow signs, highway access, single trip, etc.
- Maintains a variety of complex records and reports including, but not limited to: employee accrual balances, records for County and State projects, equipment, machinery depreciation schedules, inventory, purchases, equipment insurance, and permits. Maintains maps and plans.
- Attends meetings pertaining to highway issues, recording and typing minutes.
- Maintains office in the absence of the Highway Commissioner.
- It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.
- Duties and Responsibilities for the Finance Department
- Responsible for all financial recording, reporting, and analysis for the Highway Department, Solid Waste, and Self-Funded Health Insurance Fund.
- Responsible for preparation of monthly financial reports and monthly reconciliation of departmental subsidiary ledgers to the County general ledger.
- Quarterly performs analytical review on general ledger accounts and reports findings to the Finance Director, Highway Commissioner, Administrative Coordinator, and Solid Waste Manager.
- Oversees and reviews all grant applications and payment requests sent to the State or Federal governments before being sent.
- Responsible for reviewing and overseeing invoicing and collections of departmental accounts receivables and uncollectible accounts.
- Reviews and follows departmental accounting procedures and makes recommendations for changes as needed.
- Responsible for directing departmental staff in all accounting procedures, controls, and efficiencies.
- Responsible for year-end closing and audit work papers as assigned by the Finance Director.
- Responsible for preparing Highway annual report.
- Provides back-up for departmental staff when directed by Finance Director.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned by supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Accounting or related field with three to five years of experience in accounting and general office management or an equivalent combination of experience and training which provide the required knowledge, skills and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- To perform this job successfully, an individual should have knowledge of word processing and spreadsheet software, work order and payroll systems.

Mathematical Ability

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County.
- Ability to utilize advisory data and information such as financial statements and documents, spreadsheets, billing invoices, machinery reports, vacation and sick leave reports, insurance printouts, depreciation schedules, procedures, guidelines and non-routine correspondence.
- Thorough knowledge of modern office methods and practices and functions, policies and operating needs of the highway department.
- Some knowledge of state and local laws, rules and regulations relating to the activity of county highway departments.
- Good knowledge of generally accepted accounting principles and procedures.
- Ability to establish and maintain effective public and working relationships.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to problem solve under normal and stressful situations.
- Ability to compare, compute, count differentiate, measure and/or sort data and information.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to interact positively with the public and others.

Lincoln 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Highway Commissioner

Department: Highway

Pay Grade: 17

FLSA: Exempt

Date: April 2016

Reports To: Highway Committee

Purpose of Position

The Highway Commissioner is a Wisconsin Statutory position subject to provisions of Chapter 83.01 of the Wisconsin State Statutes. The job duties of the Highway Commissioner include but are not limited to administer, plan, direct, supervise and implement the activities of the Lincoln County Highway Department; to represent and protect the transportation interests of Lincoln County on a regional and statewide basis; to administer, plan and direct the operation, maintenance and repair of the Lincoln County Non-Highway fleet; and to provide responsive, courteous and efficient service to County residents, businesses and the general public.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible and accountable for safety and motivation of individual employees in their department consistent with the specific responsibilities as outlined in the Lincoln County Safety Plan.
- Direct and supervise the work activities of senior Highway Department management employees. Assign supervisory and team management tasks.
- Inspect the County Trunk Highway system to determine required repairs and construction projects. Develop and implement the long-range transportation plans of the County. Develop both short-term and long-term capital improvement programs. Review recommendations and proposals for repairs and construction projects for the State Highway and township roadway systems within the County.
- Must maintain knowledge of current local, state and federal laws, rules and regulations, as they pertain to department activities and must evaluate department activities to implement those changes as may be required to comply with those laws, rules and regulations. Must maintain a working knowledge of the Wisconsin Statutes and Transportation Administrative rules as they apply to and affect Town, City, County, and State Transportation program areas.
- Prepare, recommend, and administer the annual department budget. Responsible for the financial management of the department and to insure the adherence to financial accounting principles. Prepare and present the department's annual operations and financial reports. Prepare, recommend of all local, state and federal grant or funding reimbursements for the Highway Department.
- Respond to and resolve public inquiries and complaints. Analyze and take the appropriate action with respect to correspondence and generate correspondence to multiple interests. Prepare, present and provide information, person-to-person, in written text or through verbal presentations to individuals, groups, media, businesses, officials, County personnel and the general public regarding department activities and transportation issues. Provide technical information and assistance to local governments and officials.

- Participate in employee interviews and has final approval on employee selections. Recommend salary increases. Responsible for the technical management of the department and the adherence to technical standards, specifications and principals. Review requests for proposals and statements of qualifications for engineering consultants. Interview and select engineering consultants for transportation projects. Negotiate contracts between the County and engineering consultants for transportation design services, transportation studies and other engineering programs. Negotiate contracts between several parties for engineering design services on multitasking and complex issue projects.
- Development and review of specifications, quotations and bids for the purchase of equipment, services and materials and recommends and/or approves purchases.
- Draft, review, and/or approve department correspondence and contracts for compliance to local, state and federal laws, rules and regulations. Prepare documents for court and provide technical assistance for litigation after consultation with Corporation Counsel. Negotiate, prepare documents for, and grant utility and other right-of-way easements. Prepare agendas, resolutions, and ordinances for the highway committee and other County Board committees and make presentations for the same.
- Attend, participate and make recommendations to various governmental committees, the Highway Committee, other County Board committees and the County Board of Supervisors, on a variety of topics. Participate and is a statutory member of the County Highway Traffic Safety Committee. Responsible to insure that local, state and federal laws, rules and regulations regarding all environmental, air quality and wetland issues are complied with. Review and approve all regulatory permits and certifications for department operations. Establish and direct an internal team concept for planning and daily decision-making. Provide advice and assistance to the management staff in formulating proposals for new policies and procedures. Manage and direct the specialized professional functions of the internal divisions of the department. Plan and direct the department's emergency and disaster operations. Review weather conditions and forecasts for providing guidance to department operations.
- Make recommendations and develop position papers for the County and make presentations to area legislators and statewide legislators regarding these issues in consultation with the County Administrative Coordinator and Corporation Counsel.
- Review and make recommendations to governmental agencies and consulting engineers regarding complex documents including, environmental impact statements, environmental assessments, economic impact statements, traffic forecasting, transportation improvement programs, administrative rules and transportation legislative issues as they relate to the County.
- Participate and make recommendations to the State and design consultants regarding complex state transportation projects involving multiple lanes and structures with significant economic, geometric, and environmental issues involving design, both preliminary and final, construction detailing, environmental impacts and funding as they relate to the County.
- Must maintain and upgrade professional knowledge, skills and development. Responsible to insure the cost effectiveness of the operations of the department and the quality of the work and materials that are produced. Responsible to market and sell to Town, City, State and governmental institutions the benefits of using services and materials that are provided and/or produced by the highway department.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering or a related field or six to nine years civil engineering experience, including supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Ability to operate a variety of surveying and drafting equipment.
- Ability to operate a motor vehicle and must have a valid Wisconsin Driver's license and proof of insurance that satisfies Lincoln County requirements along with a good driving record.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.

Supervisory Skills

- Assign and supervise the work of the Highway Department.
- Interview and select new employees.
- Review work and prepare performance evaluations.
- Recommend employee transfers, promotions, disciplinary action, discharge and salary increases.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra, geometry, and trigonometry.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including State, township, and other contracts, vouchers, equipment bids, official correspondence, road plans and specifications, accident reports, vacation requests, disciplinary actions, union grievances, design and construction manuals, engineering references, union contracts, State statutes, etc.

- Ability to prepare a variety of documents including equipment specifications, project plans and specifications, resolutions, letters and other correspondence, annual reports, grievance replies, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret civil engineering terminology.
- Ability to communicate effectively with Fiscal Clerks, Account Technician, Shop Foremen, Highway Superintendent, Patrol Superintendent, work crews, County department heads, various government agencies, sales representatives, engineers, consultants, media representatives, the general public, and others verbally and in writing.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to perform field surveys under varying conditions.

Lincoln 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date: _____

Date: _____

**Lincoln County
Position Description**

Position Title: Summer Help

Department: Highway

Pay Grade: Summer Help

FLSA: Nonexempt

Date: April 2016

Reports To: Superintendent

Purpose of Position

This highway position performs duties as assigned, and may include any or all of the following: fill-in for employees who are absent, sweep intersections, hand mow, patch roads, drive truck, perform flagging duties, and clearing/chipping brush.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Check truck or light and medium level equipment points before operating (engine, tires, lights, etc.)
- Operate industrial lawn mower and/or tractor for roadside maintenance.
- Collect refuse dead animals from assigned roadways and other similar manual tasks. Check for road signs that may be down.
- Sweep intersections, patch roads, tar cracks and clearing/chipping brush.
- Coordinate traffic control (flagging).
- Responsible to know and practice the Safety policies of the County. Perform all job tasks in a safe and prescribed manner.
- Perform a variety of manual labor duties.
- Operate hand and small power tools.
- Communicate with general public when they may have a question, or refer to supervisors as needed.
- Adheres to and promotes safety as a priority in the workplace.
- Any other duties as may be assigned by supervisors.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent is required at the time of application.
- Must be 18 years of age.
- Prior experience in a similar work environment preferred.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- Fifty percent (50%) of the time is spent, standing, sitting, feeling, using far and near vision, low lifting (hand tools), low carrying, and medium carrying. About twenty-five percent (25%) of the time is spent walking, stooping, kneeling, crouching, reaching, hearing, low lifting, high lifting, and low pushing/pulling, and medium handling. Ten percent (10% of the time is spent crawling, running, climbing (using legs and feet), balancing, bending/twisting, feeling, and talking, very high lifting, high carrying, very high carrying, medium pushing/pulling, high pushing/pulling, very high pushing/pulling, low handling (shoveling), low fingering (writing). Grappling, high handling, medium fingering, and high fingering may be used in unusual or non-routine situations. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. May work in adverse weather conditions. Ability to operate a motor vehicle.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including Detail Statements of Expenditure, job applications, weather information, daily gravel delivery slips, accident reports, utility permits, overweight permits, bridge inspection reports, State and County winter maintenance policy, maintenance and operation manuals, zoning ordinance manual, construction specifications and requirements.
- Ability to prepare a variety of documents including injury reports, winter storm reports, purchase orders, level of service reports, employee warning records, personnel records, gravel purchase orders, insurance claims, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret civil engineering terminology.
- Ability to communicate effectively with State DOT personnel, Town Chairmen, Highway Commissioner and other personnel, local and State law enforcement personnel, engineers, utility companies, media representatives, the general public, and others verbally and in writing.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several variables during normal and emergency situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to perform field inspections and work outdoors under normal and emergency weather conditions.

Lincoln 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Personnel Policy Appendix A

Highway Department

Call Pay

Each employee called to work after going home at the end of a day, or called to work in case of emergency shall receive one (1) hour's pay at straight time rate of pay, as call pay, in addition to pay for actual time worked.

Overtime Pay

Employees who work overtime shall be allowed the option to take compensatory time-off at the overtime rate. If the employee opts for compensatory time-off they shall be allowed to bank up to a maximum of ~~120~~ 40 hours.

Special Work Week

The Department's hours of operation are ten hour days, four days per work. Employees are entitled to a ten (10) minute break at approximately 9:00 a.m. each day, and to a fifteen (15) minute lunch, without loss of pay. Office hours will be from 6:30 am to 4:30 pm during the special workweek.

Operator Pay

~~A. Employees may be granted Operators Pay only while operating these selected pieces of equipment. Bulldozer, Backhoe, Gradall, Centerline Paint Sprayer, Roller on HMA mat, Paver, Crusher, Loader only during Crushing Operations, Grader only while cutting grade, Shoulder Machine, Bridge inspector while inspecting bridges, Technician while performing asphalt/gravel testing or setting grade. This does not include traveling to and from work locations or down time.~~

Job Classification Assignment

~~A. Assignment into any Job Classification will be at the discretion of the Highway Commissioner.~~

Personal Protection Equipment:

Employees will receive two hundred fifty (\$250.00) dollars annual.

Weekend overtime:

Employees working between the hours of 12:00 am Saturday and 11:59 pm Sunday will be paid at time and one-half their normal rate.

Commercial Driver's License (CDL) Suspension:

For highway workers, possession of valid CDL is required to perform the essential duties and responsibilities of employment. At any given time, there shall be no more than one employee employed at the Highway Department with a suspended CDL.

If a highway worker has his/her CDL suspended for six (6) months or less (and is able to obtain an occupational standard driver's license within ten days of the CDL suspension), he/she may remain employed at the discretion of the Highway Commissioner. If a highway worker has his/her CDL suspended more than six (6) months in any combination over the life of his/her employment or is not able to produce an occupational standard driver's license within ten days of having his/her CDL suspended, this shall result in an immediate quit based upon an inability to perform the essential job functions of a highway worker

Updated 6/6/16

Revision to Appendix A
Compensation Fiscal Impact

	<u>Rate of pay</u>	<u>Hours over 40</u>	<u>Total Payout</u>
	\$18.34	65	\$1,192.10
1	\$19.05	149.25	\$2,843.21
2	\$19.68	30.25	\$595.32
3	\$20.35	140	\$2,849.00
4	\$20.94	457.25	\$9,574.82
5	\$22.53	35	\$788.55
		876.75	\$17,843.00

Lincoln County
Staff Requisition

Title of requested position HIGHWAY WORKER (Attach job description if available)

Department: HIGHWAY

Department Head: HIGHWAY COMMISSIONER

Date of Request: 12/01/2016

Classification of position request (check one in each column)

Regular Position

Full time

Temporary Position

Part time _____

Duration: _____

Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, replacement position or addition to staff, any other significant information):

To fill Authorized Position due to the Promotion of Todd Schmeltzer to Patrol Superintendent.

Define the budgetary impact of this request (County levy, State or Federal grants, proposed hourly rate, requested fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.

Zero - Already budgeted.

Explain the adverse effects on the department if this request is not approved: Indicate if this position is mandated or supports mandated positions or departments.

Department's ability to provide timely, efficient and effective roadway maintenance, construction and other required services for the County, State and Towns will be adversely affected.

Approved by _____ 12/01/2016
Administrative Coordinator Date

For positions other than short-term, temporary and/or the circumstances surrounding the request, further approval may be required by the following Committees:

Approved by _____ 12/01/2016
Governing Committee Chairperson Date

Approved by _____ _____
Personnel Committee Chairperson Date

Lincoln County
Staff Requisition

Title of requested position HIGHWAY WORKER (Attach job description if available)

Department: HIGHWAY

Department Head: HIGHWAY COMMISSIONER

Date of Request: 12/01/2016

Classification of position request (check one in each column)

Regular Position

Full time

Temporary Position

Part time _____

Duration: _____

Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, replacement position or addition to staff, any other significant information):

Addition to staff.

Define the budgetary impact of this request (County levy, State or Federal grants, proposed hourly rate, requested fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.

\$63,772.80.

Explain the adverse effects on the department if this request is not approved: Indicate if this position is mandated or supports mandated positions or departments.

Department's ability to provide timely, efficient and effective roadway maintenance, construction and other required services for the County, State and Towns will be adversely affected.

Approved by _____ 12/01/2016
Administrative Coordinator Date

For positions other than short-term, temporary and/or the circumstances surrounding the request, further approval may be required by the following Committees:

Approved by _____ 12/01/2016
Governing Committee Chairperson Date

Approved by _____ _____
Personnel Committee Chairperson Date

LINCOLN COUNTY HIGHWAY DEPARTMENT
Recommended rate/price changes for 2016-2017

		2016	Recommended for 2017	Adjusted Amount	% Change
Salt	County	74.22	73.21	(1.01)	-1.36%
	Other Entities	85.35	84.19	(1.16)	-1.36%
Brine	County	-	0.23	0.23	#DIV/0!
	Other Entities	0.10	0.23	0.13	130.00%
Treated Sand	County	8.53	8.93	0.40	4.69%
	Other Entities	9.81	10.27	0.46	4.69%
Cold Patch New	County	105.00	105.00	-	0.00%
	Other Entities	120.75	120.75	-	0.00%
Cold Patch Old	County	64.60	64.60	-	0.00%
	Other Entities	71.29	71.29	-	0.00%
Screened Top Soil	County	4.82	4.82	-	0.00%
	Other Entities	5.55	5.55	-	0.00%
Gravel	County	3.60	4.66	1.06	29.44%
	Other Entities	4.14	5.36	1.22	29.47%
Recycled Blacktop	County	10.11	10.11	-	0.00%
	Other Entities	10.11	10.11	-	0.00%
Pit Run	County	0.86	0.86	-	0.00%
	Other Entities	0.86	0.86	-	0.00%
Administration State approved	County	4.38%	4.47%	0.09	2.00%
	Other Entities	4.38%	4.47%	0.09	2.00%

2016-2017 rate changes

Voucher
Number 1 - 32

COUNTY OF LINCOLN
STATE OF WISCONSIN

SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$35,180.95

Numbers _____ through _____

County _____
Account No. 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.



LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: November 1, 2016

HIGHWAY COMMITTEE

Date filed: November 1, 2016

**LINCOLN COUNTY HIGHWAY DEPARTMENT
SCHEDULE OF VOUCHERS
November 1, 2016**

Paid for by Check for 2016		
1	1st AYD Corporation	\$ 115.95
2	Advanced Drainage Systems, Inc.	\$ 3,664.00
3	American Asphalt of Wisconsin	\$ 2,030.31
4	Applied MSS	\$ 943.70
5	Auto-Wares Group of Companies	\$ 108.95
6	Casper's Truck Equipment	\$ 115.75
7	Central Concrete Cutting, Inc.	\$ 500.00
8	Energy Solution Partners	\$ 17,905.88
9	Farrell Equipment & Supply Co., Inc.	\$ 102.00
10	Fastenal Company	\$ 13.83
11	Fleet Pride	\$ 152.80
12	Grainger	\$ 196.72
13	H & S Service Center	\$ 49.93
14	Hank's Truck & Trailer Repair, LLC	\$ 4.93
15	JFTCO, Inc.	\$ 897.00
16	Lange Machine & Tool Company, LLC	\$ 2,460.00
17	Londerville Steel Enterprises, Inc.	\$ 73.00
18	Lubrication Consultants, Inc.	\$ 385.00
19	MATCO Tools	\$ 47.32
20	Merrill Water Utility	\$ 529.32
21	Michigan/Wisconsin Spring & Brake	\$ 1,435.14
22	Professional Hydraulics Jacks, Inc.	\$ 250.00
23	Quality Truck Care Center	\$ 15.74
24	Rock Oil Refining, Inc.	\$ 45.00
25	Ruffridge Johnson Equipment Co., Inc.	\$ 193.54
26	Schaeffer's Manufacturing Co.	\$ 465.60
27	Sherwin Industries, Inc.	\$ 236.45
28	Tomahawk Truck Parts, LLC	\$ 117.60
29	Total Tool Supply, Inc.	\$ 589.22
30	Truck Equipment, Inc.	\$ 404.02
31	Volm Companies, Inc.	\$ 85.16
32	Wisconsin Public Service Corporation	\$ 1,047.09
	TOTAL	\$ 35,180.95
2017 - Credit Card		
	TOTAL	\$ -
Paid by Credit Card for 2016		
	Total	\$ -
	TOTAL	\$ 35,180.95

Voucher
Number 1 - 32

COUNTY OF LINCOLN
STATE OF WISCONSIN

SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$18,292.67

Numbers _____ through _____

County _____
Account No. 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.


LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: November 8, 2016

HIGHWAY COMMITTEE

Date filed: November 8, 2016

**LINCOLN COUNTY HIGHWAY DEPARTMENT
SCHEDULE OF VOUCHERS
November 8, 2016**

Paid for by Check for 2016		
1	American Welding & Gas	\$ 1,153.22
2	Applied MSS	\$ 602.68
3	Bob's West 64	\$ 10.60
4	Cintas Corporation #442	\$ 1,230.18
5	Culligan	\$ 79.50
6	Dave's County Market	\$ 52.82
7	Decleene Truck Repair & Refrigeration, Inc.	\$ 324.95
8	Dultmeier Sales	\$ 67.38
9	Fastenal Company	\$ 51.24
10	Force America, Inc.	\$ 28.78
11	Heartland Cooperative	\$ 126.27
12	MATCO Tools	\$ 419.97
13	Merrill ACE Hardware	\$ 9.88
14	Mid-States Equipment, Inc. - Hydraulics	\$ 382.31
15	Mississippi Welders Supply Co., Inc.	\$ 567.48
16	Motors Service & Supply, Inc.	\$ 79.80
17	NAPA Auto Parts of Merrill/Tomahawk	\$ 1,577.09
18	North Woods Superior Chemical Corporation	\$ 151.11
19	Northeast Asphalt, Inc.	\$ 217.50
20	Pomp's Tire Service, Inc.	\$ 59.50
21	PowerPlan OIB	\$ 358.32
22	Precise MRM, LLC	\$ 840.00
23	Quality Truck Care Center	\$ 79.81
24	Rent-A-Flash of Wisconsin, Inc.	\$ 57.60
25	Schaeffer's Manufacturing Co.	\$ 2,915.42
26	Tire Technologies	\$ 761.92
27	Tomahawk ACE Hardware	\$ 98.92
28	United Milwaukee Scrap	\$ 843.50
29	V & H Automotive - Marshfield	\$ 380.85
30	VIP Office Products	\$ 439.17
31	Wisconsin Hydraulics, Inc.	\$ 3,014.85
32	Zientara Fleet Equipment, Inc.	\$ 1,310.05
	TOTAL	\$ 18,292.67
Paid by Credit Card for 2017		
	TOTAL	\$ -
Paid by Credit Card for 2016		
	Total	\$ -
	TOTAL	\$ 18,292.67

Voucher
Number 1 - 17

COUNTY OF LINCOLN
STATE OF WISCONSIN

SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$32,160.37

Numbers _____ through _____

County _____
Account No. _____ 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.



LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: November 15, 2016

HIGHWAY COMMITTEE

Date filed: November 15, 2016

