

**LYON COUNTY, MINNESOTA  
POSITION DESCRIPTION**

Position Title: Highway Maintenance Seasonal  
Position

Department: Public Works

Reports To: Highway Maintenance Supervisor

Date:

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**PURPOSE OF POSITION:**

The purpose of this position is to provide general grounds maintenance for the highway department, including mowing road ditches.

**ESSENTIAL FUNCTIONS**

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

Mow and trim grass and weeds.

Participates in grounds maintenance including pruning, cleaning up branches and garbage clean up.

Assists in flagging for highway projects.

**ADDITIONAL FUNCTIONS:**

Building maintenance including painting and cleaning. Equipment maintenance, change oil, greasing equipment, washing vehicles.

Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Must be 18 years of age, and possess a valid driver's license.

**Physical Requirements:**

Must be physically able to operate a variety of machines and equipment including a calculator, computer, mower, automobile, pickup truck, telephone, fueling system, radio system, copiers, pressure washer, facsimile machine.

Must be able to move or carry job-related objects or materials up to 10 pounds, and frequently lift and/or move up to 25 pounds.

Physical demand requirements are at levels of those for medium active work.

**Numerical Aptitude:**

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

**Language Ability:**

Requires the ability to communicate with and before others using correct English.

**Interpersonal Communication:**

Requires the ability to communicate with people to convey or exchange professional information.

Requires the ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions.

**Environmental Adaptability:**

The job is 100% outside work in outdoor weather conditions. Related occupational hazards include heat, cold, odors, smoke, wetness, dusts, noise, and machinery.

**Accountabilities Shared By All Employees**

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values.
2. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
3. Develops respectful and cooperative working relationships with co-workers.
4. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
5. Seeks opportunities for further personal growth and development.
6. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
7. Complies with all rules and policies in order to maintain a safe work environment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Lyon 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 prospective employees and incumbents to discuss potential accommodations with the employer.