



# Red Lake County

## Seasonal Tar Crew Laborer

**Job Title:** Seasonal Tar Crew Laborer  
**Revision Date:** May 2025  
**Last Classification Review:**

**Exempt Status:** Non-Exempt  
**Department:** Highway Department  
**Reports To:** Maintenance Foreman

### **Job Summary:**

Under the direction of the Seasonal Tar Crew Supervisor, the position is responsible for maintaining and operating equipment to maintain all public roadway systems are kept in a safe condition for the traveling public during the summer months.

### **Supervisory Responsibilities:**

**Direct Supervision:** None

**Indirect Supervision:** None

### **Duties and Responsibilities:**

- Maintain operating equipment.
  - Service light equipment such as pickup, mower, tractor and loader.
  - Make minor repairs.
  - Report need for major repairs and assist mechanic in those repairs.
  - Check for operating safety.
  - Sharpen sickles.
- Perform maintenance activities necessary to ensure that the roadway systems are kept in safe conditions.
  - Crack-filling and patching bituminous pavements.
  - Help repair and replace culverts.
  - Repair guard rails and bridges.
  - Assist sign technician in replacing and erecting signs.
  - Patch and crack-fill bituminous pavements.
- Perform maintenance activities as requested.
  - Responsible for assisting other employees to shop in keeping it clean.
  - Mow shop yards.
- Maintains knowledge of policies, processes, rules, and regulations regarding duties.
- Performs related duties as assigned or apparent.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

## Qualifications

### **Minimum Qualifications**

- Must be at least 18 years of age as of starting date.



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- High School graduate or equivalent.
- Must possess a valid Minnesota Class C Driver's License.

## Desired Qualifications:

**Licenses/Certifications:** This position does not require the acquisition or maintenance of additional certificates/licenses.

## Conditions of Employment

- A. Must possess a valid driver's license and be able to drive in the state of Minnesota.
- B. Must successfully complete a background check.
- C. Obtain and maintain certifications and licensures.
- D. Must comply with organizational and departmental policies.
- E. Performs physical/mental demands of the work environment requirements for this position.
- F. Attendance during regularly scheduled work hours, and outside regular hours, as necessary.
- G. Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
- H. Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished the not public data must be properly stored according to county policies and the Minnesota Statutes.

## Knowledge, Skills, and Abilities:

- Customer service skills including professional and courteous oral and written communication.
- Ability to work under generally safe and comfortable conditions where exposure to factors such as chemicals, angry individuals, temperature variations or extremes, noise, and/or dust may cause some discomfort.
- Knowledge of local and state laws and regulations regarding the operation of vehicles and equipment.
- Knowledge of relevant local, state and federal OSHA and Safety standards and requirements.
- Ability to follow oral and written instructions.
- Ability to act quickly and clearly in emergency situations.
- Ability to prioritize duties when necessary.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved; supervisor generally set operating benchmarks, goals and objectives.

**Physical and Mental Requirements:** This position is outdoors and must be able to hear warning devices such as backup alarms. Must be able to perform moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and may involve the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 50 pounds). Environmental conditions include heat, cold, wetness, toxic chemicals, insect borne illnesses, and other occupational hazards. Specific vision abilities required by the job are the same as the Minnesota Driver's License requirement.

*\*\*The physical demands described here are representative to those that must be met by an employee*

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*to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Working Conditions:** Work is performed working inside and outside of buildings and vehicles. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions. outdoors and is exposed to extreme weather conditions. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury. May encounter verbal abuse or offensive language from hostile and frustrated persons.

## **Accountabilities Shared by All Employees**

1. Performs job responsibilities in a manner consistent with the County's vision, mission, and values.
2. Implicit in the employer-employee relationship is the right of Red Lake County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. 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.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.