

POSITION DESCRIPTION
WILLIAMS COUNTY ENGINEER
 An Equal Opportunity Employer

Position Title: Highway Maintenance Worker I
Department: Highway **Date:** December 2021

Civil Service: Classified **FLSA Classification:** Non-exempt

General Purpose for Job: Maintain roadways by performing routine road maintenance tasks

Reporting Structure for Highway Maintenance Worker I
Department Director or Administrator: County Engineer
Department Manager: Chief Deputy County Engineer
First-level Supervisor: Operations Manager
Work Coordinator: Highway Supervisor
Supervises: Seasonal Employees

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted. The percentage of time allocated to each group of duties is approximate.)*

<u>Duty group</u>	<u>% Time:</u>
<ul style="list-style-type: none"> • Perform road maintenance <ul style="list-style-type: none"> ○ Patch, pave and seal concrete and asphalt roadways using hot and cold mix/patch ○ Haul stone, dirt, hot mix and other materials to work site, unload and distribute ○ Repair road berms and ditches ○ Install Storm Drainage ○ Operate manual and motorized equipment to sweep roadways ○ Monitor and direct traffic through active work areas 	65%
<ul style="list-style-type: none"> • Remove ice and snow from roadways <ul style="list-style-type: none"> ○ Operate large motorized vehicles fitted with snow removal equipment (e.g., de-icer); applying salt and brine to road surfaces and removing snow and ice from road surfaces ○ Observe and notify supervisor of potentially dangerous roadway conditions 	25%
<ul style="list-style-type: none"> • Miscellaneous duties <ul style="list-style-type: none"> ○ Inspect equipment and vehicles (e.g., fluid levels), cleaning and reporting maintenance as needed ○ Perform miscellaneous duties including mailbox repair, tree trimming, and brush removal ○ Complete simple forms and reports ○ Perform other related duties as assigned 	10%

MINIMUM EDUCATION AND EXPERIENCE

Education: High school diploma

Experience: One year work experience that included driving large vehicles used in road maintenance or construction and performing physical labor in an outdoor setting

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge, skill and ability necessary to:

- Operate these and similar tools and equipment for a standard work shift, in accordance with customary operating and safety practices:
- Read instructions, operating manuals, departmental correspondence, bulletins, etc.
- Communicate effectively with others both verbally and in writing
- Maintain effective working relationships with your supervisor, co-workers, and subordinates
- Understand laser level work and be able to run grade
- Follow simple to moderately complex instructions

Representative Tools and Equipment	Used for:
• Medium to Heavy Motorized Equipment	
o Forklift	Lifting heavy objects
o Bulldozer	Pushing stone and dirt
o Dump truck	Hauling hot mix, stone, dirt
o Loader	Loading stone or dirt
o Backhoe	Digging holes
• Small Machines	
o Chainsaw	Cutting trees
o Concrete saw and jack hammer	Cutting concrete or asphalt
o Stone tamp	Tamping stone
• Hand and Power Tools	
o Hammer	Repairing mailboxes
o Wrench	Removing spinners
o Drill	Repairing mailboxes
o Rake and shovel	Moving and spreading dirt and stone
o Broom	Sweeping roads and parking lots

License or Certification Required: Valid State of Ohio Class A or B Commercial Drivers' License with a driving record acceptable to the Engineer's Office insurance provider

Physical Demands: Frequently – Standing for long periods of time, bending, stooping, raking, shoveling or sweeping. Occasionally - Lifting or pushing weights in excess of 20 pounds, walking, climbing stairs (in buildings or into vehicles). Incumbents must be able to work in extreme hot or cold weather conditions. Incumbents frequently work on roadways alongside active traffic.

Mental Demands: Frequently – Problem solving, making decisions, supervising, organizing, and reporting. Occasionally – Comprehension to understand the plans, procedures, and standards. Incumbents will always need to communicate and cooperate with co-workers to support the mission of serving the citizens.

Scheduling Demands and Constraints: Must be willing and available to occasionally report for duty outside of regular shift, particularly during the winter months

Employee Acknowledgement: I received a copy of this position description on (date) _____. I read the position description and discussed with my supervisor any questions I had regarding the duties detailed herein. I understand that the position description is a representative listing of duties (not all inclusive) that may change in response to the employer's operations.

Signed: _____

Date: _____