

OFFICE OF THE RICHLAND COUNTY ENGINEER
77 NORTH MULBERRY STREET
MANSFIELD, OHIO 44902

JOB DESCRIPTION

POSITION TITLE: **HIGHWAY MAINTENANCE WORKER II**

I. JOB OBJECTIVES:

Incumbent performs unskilled to semi – skilled routine labor tasks and operates light to medium equipment/trucks in the construction, repair and maintenance of county roadway and bridge systems. Incumbent works as a member of a designated work crew or may work alone as required. Reports to Highway Superintendent or Foreman.

II. ESSENTIAL JOB FUNCTIONS:

Installs and repairs guardrails including digging post holes, attaching rails to posts and replacing damaged rails.

Performs landscaping duties such as sowing grass seed, cutting grass, weeds, roadside foliage and removing trees and stumps using equipment such as chain/power saws and tractor mowers.

Installs, repairs and/or replaces drainage culverts and appurtenant items using a variety of hand tools, power tools and small/light equipment such as shovels, tampers, jackhammers and/or tractor;

Installs roadway traffic signs and replaces or repairs missing/damaged roadway signs or other traffic control devices;

Performs berming and sealing of roadways;

Performs patching work on holes in roadways to include preparing hole for asphalt mix, adding mix and tamping down;

Performs flagperson activities to control traffic flow;

Spreads and rakes hot and cold asphalt mix and other paving materials to proper thickness and grade on roadways;

Moves equipment/materials to and from job site to include loading and unloading of same using light/medium equipment such as loaders, backhoes (front bucket) and light/medium duty trucks;

Performs work activities to clean ditches/catch basins using equipment such as backhoe (front bucket) and loaders and/or hand tools such as shovel, rake or similar equipment/tools;

Performs activities in the construction, repair and maintenance of bridges, culverts, headwalls and railings such as building forms, pouring concrete and operating front end of bridge crane, as assigned;

Performs snow and ice removal activities and salting for ice control or may accompany/assist truck driver during snow and ice control activities, as required;

Operates equipment (loaders) to load trucks for salting operations;

Services and maintains equipment by lubricating, changing oil/filters, adding fluids and performing minor/routine adjustments, steam cleaning/cleaning/washing and other similar activities;

Performs all or some of the duties of Highway Maintenance Worker I, as required.

NON-ESSENTIAL FUNCTIONS:

Performs custodial activities to include, but not limited to, cleaning garage/offices, picking up trash and sweeping floors.

Performs related Essential/Non-Essential functions at the same level of skill and knowledge, as required.

III. SKILLS AND KNOWLEDGE:

Equipment:

Ability to operate and use a two-way radio, a variety of small hand/power tools such as hammer, saw, wrenches, pliers, screwdriver, shovel, rake, post hole digger, air compressor/hammer, power saws and to operate light to medium vehicles/equipment such as cars, pickups, tractor mowers, tow motor, front bucket of backhoe, dump truck, tandem trucks, loaders and related tools/equipment as required to complete the work assignments.

Critical Skills/Expertise: (knowledge includes the ability to apply that knowledge to work assignments)

Thorough knowledge of the methods and equipment used in labor operations to construct, repair and maintain county roads and bridges;

Ability to place barricades and other related traffic safety warning/control devices as instructed and the ability to perform flagging for traffic control for maximum flow consistent with safety.

Knowledge of guardrail construction and repair techniques.

Thorough knowledge of departmental policies, procedures and work directives as they apply to the work assignments;

Extensive knowledge of highway safety practices and procedures as they relate to the work assignments;

Working knowledge of the methods, materials and tools/equipment used in the installation, maintenance and repair of traffic control devices;

Ability to understand general highway and bridge construction, repair and maintenance procedures;

Ability to use hand/power/air driven tools and/or light to medium equipment to complete work assignments;

Ability to read and write and to comprehend and act upon written instructions, policies and procedures pertaining to assigned duties;

Ability to perform a variety of unskilled to semi-skilled tasks relevant to construction, repair and maintenance of county roads and bridges;

Ability to maintain accurate records;

Ability to effectively communicate in common English language, both in oral and written form;

Ability to develop and maintain effective working relationships with associates, supervisors and the general public;

Ability to control traffic flow in construction areas;

Ability to perform heavy manual labor for prolonged periods, often under adverse weather conditions.

IV. JOB STANDARDS:

Completion of secondary education plus two years work experience in highway/bridge construction and/or sign maintenance or an equivalent combination of training and/or related work experience is acceptable in place of secondary education. Must possess a valid State of Ohio Commercial Driver's License, Class A with an "N" rider.

V. RESPONSIBILITY:

Incumbent works under direct or general supervision and follows established policies, procedures, work methods and terms of the Collective Bargaining Agreement. Incumbent receives detailed and general instructions before and during work. Caution and appropriate safety measures must be exercised while operating assigned equipment and tools to prevent injury to self or others and to prevent damage to tools and equipment. Incumbent is expected, as a condition of employment, to perform reasonable amounts of overtime. Incumbent must maintain a telephone at place of residence and be available for call out.

VI. PHYSICAL EFFORT

Incumbent's work effort involves prolonged and frequent walking, climbing, balancing, pushing, pulling, carrying, shoveling, hammering, tamping, bending, stooping, crouching and sitting activities using all major muscle groups. Incumbent's work is heavy involving frequent lifting up to 60 pounds with occasional lifting up to 80 pounds and sometimes in excess of 80 pounds. Neck mobility is necessary when operating equipment such as snowplow, crane and loader. Manual dexterity, normal vision, including color and depth perception and hearing acuity are required to operate tools and equipment and due to working in close proximity to heavy equipment and moving traffic. Physical qualifications set forth in 49 CFR 391, Subpart E, Section 391.41 for holding a valid State of Ohio Commercial Driver's License are included herein by reference. Incumbent must be able to work steadily, accurately and at various heights to complete work assignments.

VII. WORK ENVIRONMENT:

Job Location: Work is performed both inside and outside where incumbent is exposed to noise, dirt, grease, vibration, hot asphalt, electrical and mechanical hazards, dust, chemicals and extremes in outdoor temperatures and weather conditions. The incumbent may experience eyestrain when plowing snow or performing layout work. Incumbent is required to wear safety gear such as hard hat, goggles, heavy/rubber gloves, seatbelts, noise reduction ear muffs/plugs, steel-toe shoes/boots, reflective safety vests and related safety clothing/gear as necessary to the work assignments.

The specific statements shown in this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee: _____ Date: _____

(Print Name)

Supervisor: _____ Date: _____

(Print Name)