

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

JOB DESCRIPTION

POSITION TITLE: **SEASONAL HIGHWAY MAINTENANCE WORKER**

I. JOB OBJECTIVES:

Incumbent performs unskilled to semiskilled labor tasks and operates light equipment 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. Position reports to the 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.

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.

Assists moving materials to and from job site to include loading and unloading of the same, using equipment such as light/medium duty trucks.

Performs work activities to clean ditches and catch basins using hand tools such as shovel, rake or similar tools.

Performs activities in the construction, repair and maintenance of bridges, culverts, headwalls and railings such as building forms and pouring concrete.

Washes and cleans vehicles and equipment using washing equipment and materials at the Mansfield Highway Maintenance Garage. May sometimes perform washing/cleaning outside.

**NON-ESSENTIAL FUNCTIONS:**

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

**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 vehicles/equipment such as cars, pickups, tractor mower 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 departmental policies, procedures and work directives as they apply to the work assignments.

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

Ability to use hand/power/air driven tools and/or light 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 effectively communicate in common English language, both in oral and written form.

Ability to develop and maintain effective working relationships with associates, supervisor 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. 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 Driver's License.

V. RESPONSIBILITY:

Incumbent works under direct or general supervision and follows established policies, procedures, work methods. 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.

VI. PHYSICAL EFFORT

Incumbent's work effort involves 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 occasional lifting up to eighty (80) pounds and sometimes in excess of eighty (80) pounds. 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 as required for holding a valid State of Ohio 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. Incumbent is required to wear safety gear such as hard hat, goggles, heavy/rubber gloves, seatbelts, noise reduction ear muffs/plugs, 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: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_