

Sevier County Job Description



Title: Road Maintenance Operator/Mechanic I / II / III	Department: Roads
Grade: I - 17 / II - 18 / III - 20	FLSA Status: Non-Exempt
Job Code: I - 722.1 / II - 722.2 / III - 722.3	Effective Date: 01/19 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of construction, repair, maintenance and upkeep of county roads, bridges, culverts, flood channels, etc. and assists in performing basic maintenance on county vehicles.

Operator Mechanic I: Some Level / **Operator Mechanic II:** Working Level / **Operator Mechanic III:** Journey Level

SUPERVISION RECEIVED

Operator Mechanic I: Close / **Operator Mechanic II:** Close to General / **Operator Mechanic III:** General

SUPERVISION EXERCISED

Operator Mechanic I: None

Operator Mechanic II: May provided some training to Operator I

Operator Mechanic III: May provide supervision to an assigned crew on a project to project basis.

ESSENTIAL FUNCTIONS

Operator Mechanic I or Basic Functions

- Performs operation of complex heavy equipment requiring a CDL and may operate under seasonal conditions;
- Performs general vehicle inspection each day to verify road operation standards and safety;
- Assists to conduct inspections of county roads, bridges, culverts, right of ways, and traffic control devices as directed;
- Assures project quality and conformance to materials standards and transports materials and equipment;
- Performs tasks requiring the use of hand tools and equipment, including, picks, shovels, chainsaws, etc.;
- Participates in various seasonal projects such as flood maintenance, asphalt work, hot patching, tree trimming, cattle guard maintenance, weed control, sign maintenance, snow removal, etc.;
- Repairs county roads by filling potholes, etc.;
- Checks and services assigned equipment;
- Participates in truck conversions to meet seasonal operational needs;
- Reports mechanical problems to the supervisor for repair;
- Performs various projects related to vehicle repair & maintenance, shop maintenance, welding, tire repair, weed spraying, cleaning, etc.;
- Maintains routine records of work performed and various maintenance records;
- Performs duties with due regard for personal safety, that of other employees and the public and assists subordinates in proper safety practices;
- Monitors vehicle maintenance program and schedules that are consistent with manufacturer specifications;
- Performs preventive maintenance and makes repairs to vehicles and maintains maintenance log;
- Performs emergency field repairs and service;
- Performs certified state safety and general inspections;
- Assures compliance with safety guidelines of the shop facilities and makes recommendations to minimize risks and liabilities;
- Cleans shop area, tools and equipment to maintain safe work environment;
- Performs various projects related to maintenance such as welding, soldering, fabricating, etc.

Operator Mechanic II (in addition to the essential functions outlined for Operator Mechanic I)

- Trains less experienced personnel in the care and operation of assigned equipment;
- Performs proficiently on half of all heavy equipment required as an operator for the County Road Department; i.e., no further training or supervision is required
- Uses MIG stick and acetylene welders to lay out and cut steel and install plows, buckets, beds, blades, etc.;
- Monitors use of parts and orders parts and materials as needed;
- Directs and participates in truck conversions to meet operational needs.

Operator III *(in addition to the essential functions outlined for Operator Mechanic I and Operator Mechanic II)*

- Performs proficiently on all heavy equipment required as an operator for the County Road Department; i.e. no further training or supervision is required;
- Performs finish and technical grader operations;
- Conducts inspections of county roads, bridges, culverts, right of ways, and traffic control devices as directed;
- May perform equipment inspections if qualified;
- Must be able to supervise truck drivers in the proper placement of construction materials;
- Oversee pipe installation, cattle guard installation, GPS pipe installation, set stakes, and blue stakes;
- Directs general shop maintenance to assure properly working tools and equipment.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Operator Mechanic I: Graduation from high school or equivalent and some experience in operating medium to heavy equipment and tools related to road maintenance and construction or related specialty operation; plus completion of two (2) years of specialized course work and/or experience providing technical training in diesel and automotive maintenance plus welding.

Operator Mechanic II: *(In addition to the education and training requirements for Operator Mechanic I):* Three (3) years performing the above related functions at Sevier County or five (5) years of progressively responsible experience in road maintenance and construction, major repair of a variety of gas and diesel powered vehicles, and welding with one (1) of those years being performed with Sevier County.

Operator Mechanic III: *(In addition to the education and training requirements for Operator Mechanic I):* Eight (8) years performing the above related functions at Sevier County or twelve (12) years of progressively responsible experience in road maintenance and construction, major repair of a variety of gas and diesel powered vehicles, and welding with three (3) of those years being performed with Sevier County.

*An equivalent combination of education and experience may be considered for all operator levels.

2. Required Knowledge, Skills and Abilities:**Knowledge**

Operator Mechanic I: Some knowledge

Operator Mechanic II: Working knowledge

Operator Mechanic III: Considerable knowledge of the following;

- Hazards and safety precautions related to construction and equipment operation;
- Traffic laws, ordinances, and regulations;
- Construction methods and procedures typical to county service systems;
- Equipment parts and preventive maintenance for the same;
- Various federal and state regulations, i.e., MSHA, OSHA, UDOT, FAA, etc.;
- Principles and techniques of heavy mechanized equipment operation and maintenance;
- Various departmental, state and/or federal standards related to specialty operations: signing, roads, bridges, etc.
- The design, adjustment, operations, maintenance, and repair of diversified mechanical and electrical equipment including light, medium and heavy gasoline and diesel engines;
- Anti-Lock braking systems;
- Safety practices required by state and other laws.

Skills

Operator Mechanic I: Some skill

Operator Mechanic II: Advanced skill

Operator Mechanic III: Journey level skill in the following;

- The operation of various kinds of light to heavy duty mechanized equipment as required by the position, i.e., roller, sweeper, 10-wheel dump, loader, snow plow, belly dump, forklift, track loader, track hoe, scraper, skid steer, tar pot, cat/dozer, road grader, water truck, etc.;
- Welding;
- The use of mechanical tools, material, and testing equipment (manual, technical and computerized).

Abilities

Operator Mechanic I:

- Perform strenuous labor for extended periods of time under varying conditions;
- Establish effective working relationships with employees, elected officials and the general public;
- Diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment.

Operator Mechanic II: *(in addition to the abilities outlined for Operator Mechanic I).*

- Follow engineering specifications and blueprint instructions;
- Read and interpret complex service manuals and instructions.

Operator Mechanic III: *(in addition to the abilities outlined for Operator Mechanic I & II).*

- Must be able to direct the work of others;
- Communicate effectively, verbally and in writing;
- Establish and maintain effective working relationships with employees of the department.

3. Special Qualifications:

- Will be required to be on call.
- Must be or become UHP Safety Inspection certified in Light Truck (PLT) – Heavy Truck/Trailer (TTB)
- Must possess or acquire welding certifications in flat, vertical and overhead.
- Must possess or be able to acquire a valid Utah Class “A” Commercial Driver’s License (CDL), with no DUI, ARR, or no more than two moving violations in the past twelve (12) months.
- Must be able to pass ICC physical and maintain medical certificate.
- Must be flagger certified.
- Must be Forklift certified or be able to attain certification when required.
- Must submit to and pass randomly administered drug tests.
- May be required to be or become a certified weed control applicator and/or any other certification as required.
- Sevier County Resident.

4. Work Environment:

- Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, push and pull, bend and stoop, twist and kneel, and able to climb into and on to heavy equipment and vehicles.
- Will be required to lift up to 75 pounds on occasion.
- Common eye, hand, finger, leg and foot dexterity required.
- Mental application utilizes memory for details, verbal instructions, discriminating.
- Continuous travel in automobile or heavy equipment required in job performance.
- Some daily and severe seasonal aspects of the job pose threats or hazards capable of producing physical injury.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)