

# Sevier County Job Description



<b>Title:</b> Road Maintenance Worker	<b>Department:</b> Roads
<b>Grade:</b> 13	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> 721	<b>Effective Date:</b> 06/20

## GENERAL PURPOSE

Performs a variety of **entry level** repair, maintenance and upkeep and semi-skilled duties required in the maintenance and upkeep of county roads, signs, weeds, culverts, flood channels, snow removal, etc.

## SUPERVISION RECEIVED

Works under the close supervision of the Road Maintenance Supervisor

## SUPERVISION EXERCISED

None

## ESSENTIAL FUNCTIONS

- Receives on-the-job instruction in various processes and operations and generally performs more routine aspects of project labor while in the learning phases of the job;
- May perform tasks requiring the use of a variety of hand tools and equipment including picks, shovels, rakes, chain saws and other medium equipment;
- Participates in various seasonal projects such as weed control, sign maintenance, flood maintenance, tree trimming, cattle guard maintenance, snow removal, etc.;
- Performs tasks requiring the use of hand tools and equipment, including, picks, shovels, chainsaws, etc.;
- Checks condition of roads, road signs, and ditches;
- Inspect road markers to verify accurate installation;
- Maintain daily record of work in regards to signs, weed spraying, or other required daily record keeping;
- Cleans debris from obstructing signs and intersections and install culverts for drainage.
- Repairs county roads by filling potholes, etc.;
- Performs various projects related to vehicle repair & maintenance, shop maintenance, tire repair, weed spraying, cleaning, etc.;
- Performs general vehicle inspection each day to verify road operation standards and safety;
- Checks and services assigned equipment and tools keeping them in working condition;
- Maintains preventive and routine maintenance records;
- Reports mechanical problems to the supervisor and mechanic for repair;
- Participates in truck conversions to meet seasonal operational needs;
- Respond to emergency situations including emergency snow removal, de-icing, floods, fallen trees, damaged signs, etc.
- Performs duties with due regard for personal safety, that of other employees and the public and assists subordinates in proper safety practices;
- May train less experienced personnel and/or new hires.

## MINIMUM QUALIFICATIONS

### 1. **Education and Experience:**

Graduation from high school or equivalent with some experience in above related duties.

\*An equivalent combination of education and experience may be considered.

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

#### **Knowledge**

#### **Some knowledge of**

- Various departmental, state and/or federal standards related to specialty operations: signing, roads, bridges, etc.;
- Road sign repair and the laws, codes and regulations as they pertain to traffic signs;
- Hazards and safety precautions related to road maintenance and equipment operation;
- Traffic laws, ordinances, regulations and safe practices while working in traffic and on the job;
- Equipment parts, proper and preventive maintenance of tools and equipment used in the job;
- Various federal and state regulations, i.e., MUTCD, MSHA, OSHA, UDOT, FAA, etc.;
- Record keeping principles and practices.

**Skills**

**Some skill in**

- The operation of various kinds of light to heavy duty equipment as required by the position, i.e., sign truck, spray truck, roller, loader, sweeper, snow plow, fork lift, water truck, etc.

**Abilities**

**Ability to**

- Learn to operate various kinds of light to heavy equipment such as signing equipment and spraying equipment;
- Perform strenuous labor for extended periods of time under varying conditions;
- Understand and follow oral and written instructions;
- Read and understand job-related materials;
- Establish effective working relationships with co-workers and the general public.

**3. Special Qualifications:**

- Will be required to be on call.
- 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 or become flagger certified.
- Must be fork lift certified or be able to attain certification when required.
- Must submit to and pass randomly administered drug tests.
- Must be or become a certified weed control applicator and/or any other certification as required.
- Must follow county and department safety requirements and standard operating procedures.
- 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.
- Common eye, hand, finger, leg and foot dexterity required.
- Mental application, memory for details, verbal instructions, discerning.
- Continuous travel in automobile or heavy equipment required in job performance.
- Frequent exposure to hazardous materials and chemicals.
- Frequent travel required in course of performing job functions.
- 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. Date: \_\_\_\_\_  
(Employee)

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