



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Road Maintainer	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Road	<b>GRADE:</b>	A3
<b>REPORTS TO:</b>	Road Maintenance Supervisor	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for performing duties related to the construction, repair and maintenance of County roads and right-of-ways to ensure public safety.

### **ESSENTIAL FUNCTIONS:**

*This class specification 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 and may be required to have specific job-related knowledge and skills.*

- Safely maintains and operates assigned equipment to maintain County dirt, gravel and paved roads and County rights of ways; identifies appropriate tasks and equipment to complete maintenance tasks.
- Types of equipment operated include, but are not limited to, road graders, tractor-trailers (belly dumps, tankers, transport), dump trucks, water trucks, loaders, backhoes, dozers, rollers, sweepers, Vector trucks, snowplows, sanders, pickups and others.
- Repairs or replaces asphalt or concrete; covers pot holes; seals cracks in asphalt; installs, cleans and repairs culverts; sprays or removes weeds and brush; performs a variety of other manual tasks including lifting, carrying and use of hand tools.
- Keeps records of time worked, equipment and supplies used, and conditions observed. Basic computer skills are required.
- Performs routine maintenance and repairs on equipment (adjusts, lubricates, and replaces fluids on equipment); checks for wear and for needed repairs, cleans equipment; cleans, sharpens, and adjusts manual tools.
- Will be required to assist other County departments, agencies and staff during emergencies or scheduled projects. A high level of teamwork is required.
- May be required to use welding, cutting, and other typical shop and hand tools required for making repairs or modifications.
- Installs and maintains traffic control devices such as traffic markings, street signs, street lights, warning and/or traffic lights and assists the sign maintenance staff when needed.
- Required to respond to after hours, weekend, holiday and emergency callouts as needed such as snow removal, flooding, fire, or other emergency.
- Cleans trash and other debris from Dirt and paved roads and right-of-ways. May operate power equipment to accomplish such cleaning.
- Fuels equipment and vehicles; picks up and delivers materials and equipment, cleans and maintains tools and equipment, maintains work areas in a clean and orderly condition.
- Constructs drainage structures, and serves as a flagger on a crew.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## ROAD MAINTAINER

### **ESSENTIAL FUNCTIONS:** (continued)

- Performs snow and ice removal of roadways and parking lots.
- Observes safe work methods and uses safety equipment; secures work sites from traffic hazards as necessary; attends safety meetings.
- Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience:**

High School diploma/GED; AND one (1) year of road construction or general maintenance experience; OR an equivalent combination of education, training and experience.

### **Required Knowledge and Skills**

Knowledge of:

- Methods and materials used in general roadway and infrastructure maintenance and repair work.
- Methods and practices of pavement maintenance and repair.
- Operation and capability of various trucks and light construction equipment.
- Techniques of cement construction, pouring and finishing.
- Use and minor maintenance of commonly used hand and power equipment/tools
- Safety procedures to be followed in operation of equipment and in performance of such manual tasks as lifting heavy items, use and handling of lubricants; capabilities of tools and equipment used in road maintenance and procedures for operating heavy construction equipment.
- Safe work methods and safety regulations pertaining to the work.
- Basic record keeping practices.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.



## ROAD MAINTAINER

### Skill in:

- Safely using and maintaining hand and power tools related to the work.
- Performing general maintenance work, individually or as a member of a crew, in various areas.
- Safely operating construction equipment and vehicles.
- Making accurate arithmetic calculations.
- Reading and interpreting plans, maps and instructions.
- Understanding and following oral and written directions.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Required to maintain a current, valid Nevada Class A CDL driver's license with "N" endorsement.
- OSHA 10 certification within 30 days from date of employment.
- Flagging certification within six (6) months of date of employment.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength, stamina and dexterity to sit in vehicles operating on rough roads and rough surfaces for long periods each day with only brief breaks; walk on uneven or slippery surfaces for brief periods, perform heavy manual tasks using hand tools such as shovels and picks, perform repetitive motions including use of controls with hands and feet, climb up steps and ladders to enter and inspect vehicles, reach to adjust and make minor repairs on equipment; use of both legs to operate controls on equipment and vehicles; manual dexterity to operate controls on equipment; strength to lift and carry containers and parts for equipment weighing 50 pounds on a regular basis, in excess of 70 pounds on occasion and over 100 pounds with 2 or more people; visual acuity sufficient to operate equipment in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver equipment and to determine position of equipment components; and ability to hear changes in operation of motors and other equipment.

Work is subject to exposure to extreme weather conditions including heat, rain, snow, cold, wind, dust, vibrations, and noise; and the ability to work independently in isolated geographic areas.