



Lake County Highway Maintenance Worker

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	2	Non-Exempt

NATURE OF WORK

The first level of the Highway Maintenance Series is responsible for operating equipment and performing skilled and semi-skilled manual labor to maintain and repair County highways, bridges, and other properties. Responsibilities may include operating and repairing on-road and off-road equipment and performing manual labor under all types of weather conditions.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)	FREQUENCY	BAND/ GRADE
1. Operates heavy and light equipment including but not limited to dump/plow trucks, grader, skidsteer, loader, excavator, dozer, sweeper, brushers, forklift, roller compactor, tractor mower, chainsaw, mulcher, tree shear, shouldering machines, trailers, and tractor-trailer and performs manual labor for County highways, bridges, and other properties. Responsibilities may include plowing snow; applying sand/salt; grading roads; performing gravel pit and screening operations; clearing trees and brush; installing and steaming culverts; patching roads and bridges; laying asphalt; setting up work zones and road closures; flagging; removing animal carcasses; installing and removing signs/posts; and performing visual road checks for maintenance needs.	Daily 90%	B2
2. Inspects, maintains, and troubleshoots light and heavy equipment and vehicles and performs shop clean-up.	Daily 10%	B2
3. Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Responsibilities in this classification are typically procedure based and not dependent on specific functional knowledge. Incumbents apply basic programmatic knowledge to answer questions and explain processes, but are typically not responsible for the application, interpretation, or review of function specific policies or procedures.

DIRECTION RECEIVED

Incumbents apply departmental and organizational policies and procedures to specific situations, and work under general supervision.



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DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; may troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; may verify the work of others.

TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D.; 1 year equipment operation or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Possession of a valid Class B Commercial Driver's License without airbrake or automatic transmission restrictions. Proof of possession of a Class A Commercial Driver's License with a tank vehicle endorsement and without any of the following restrictions by completion of probation: air brakes, manual transmission, or tractor-trailer. Failure to obtain the appropriate Class A License by completion of probation will result in termination from the position.

KNOWLEDGE REQUIREMENTS

- Applicable system maintenance, repair and installation principles and methods;
- Equipment operating and maintenance techniques;
- Construction and maintenance principles;
- Recordkeeping principles;
- Hazards and safety precautions relating to motorized equipment, road construction and maintenance activities;
- Computers and related software applications.

SKILL REQUIREMENTS

- Performing general labor and maintenance in assigned area of responsibility;
- Operating applicable tools, equipment, and machinery;
- Reading manuals, specifications, drawings, and blueprints;
- Troubleshooting systems related to area of assignment;
- Prioritizing work;
- Monitoring and replenishing inventory;
- Preparing records and logs;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS



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Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, environmental hazards and intense noises.

CLASSIFICATION HISTORY

DATE	COMMENT
July, 2017	Draft prepared by GBS (GM)
October, 2018	Revised licensing requirements

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.