



Lake County Highway Maintenance Coordinator

BAND	GRADE	SUBGRADE	FLSA STATUS
B	3	1	Non-Exempt

NATURE OF WORK

The second level of the Highway Maintenance Series is responsible for assigning work activities relating to the maintenance and repair of County highways, bridges, and other properties. Responsibilities may include performing maintenance work of highway maintenance worker as needed; leading work activities of highway maintenance workers; and maintaining County highways and other properties in accordance with County standards.

The Highway Maintenance Coordinator level is distinguished from the Highway Maintenance Worker level by assigning work to highway maintenance workers.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Provides guidance to lower level staff; prioritizes and assigns work; performs call-outs; monitors the quality of maintenance work; identifies maintenance requirements; coordinates use of equipment and materials; and provides recommendations for system upgrade.	Daily 30%	B3
2.	Performs semi-skilled and skilled manual labor for County highways, bridges, and other properties, which may include: grading roads; installing and steaming culverts; setting up work zones; installing and removing signs/posts; patching road; plowing snow; applying sand/salt; performing gravel pit operations; laying asphalt/concrete; clearing trees and bushes; removing -animal carcasses; performing visual road check for hazardous, service and repair needs.	Daily 50%	B2
3.	Operates, maintains and repairs light and heavy equipment and vehicles such as skid steers, roller compactor, sweeper, mowers tractor, shoulder machine, shoulder machine truck mounted, brushers, forklift, loader, dozer, excavator, tree sheer, grader, dump truck/ plow truck, detach trailer, tag trailers, side dump trailer, pup trailers, screening plant, stacking conveyors, diesel power air compressor, and hot asphalt patch trailer.	Daily 10%	B2
4.	Performs site inspections to ensure project and operational compliance with internal and external safety regulations.	Daily 10%	B2
5.	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.



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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.

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.; 3 years equipment operation experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:
Valid Class A Commercial Driver's License

KNOWLEDGE REQUIREMENTS

- Applicable system maintenance, repair and installation principles and methods;
- Basic construction and mechanical system layout and design principles;
- Applicable equipment and tools;
- 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.



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SKILL REQUIREMENTS

- Assigning and prioritizing work;
- Leadership abilities;
- Identifying and repairing/replacing unsafe equipment;
- Inspecting assigned buildings for assignment completion;
- Operating applicable tools, equipment, and machinery;
- Reading manuals, specifications, drawings, and blueprints;
- Troubleshooting systems related to area of assignment;
- 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

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)

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.