

COLBERT COUNTY JOB DESCRIPTION

Job Title: Highway Maintenance Technician I (Entry Level)

Department: Road

Job Description Prepared: March 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Superintendent; Crew Leader

Subordinate Staff: None

Other Internal Contacts: Other Road Employees

External Contacts: General Public; City employees

Job Summary

Under the direction of a supervisor, the employee drives various light trucks, dump trucks and operates construction equipment in the maintenance of county roads and roadways. Performs routine manual labor. Maintains equipment. Assists other crews as requested.

Job Domains

A. Equipment Operation and Maintenance

1. Performs preventative maintenance on vehicles.
2. Drives and operates a tandem dump truck or a semi trailer truck to haul materials and equipment to work site.
3. Request purchase orders for gravel or chert from pit area and delivers materials to work site.
4. Records number of loads delivered.
5. May operate pieces of department equipment in a training status as assigned.

B. Manual Labor

1. Uses a chain saw to cut trees and limbs from right-of-way.
2. Uses axe to clear brush.
3. Assists to load and unload materials and supplies.
4. Assists to install and clean drainage pipes.
5. Assists to patch potholes.
6. Uses a broom to sweep away excess dirt.
7. Prepares roadbed and installs drainage pipe for driveways.
8. Assists to direct traffic at job sites.
9. Assists to put out road signs.
10. Performs carpenter work.

Knowledge, Skill and Abilities

(*Can be required on the job)

1. Ability to communicate effectively with supervisor, co-workers and general public.
2. Ability to follow instructions
3. *Basic skills in the safe operation and maintenance of equipment.
4. *Knowledge of traffic regulations.
5. *Knowledge of safety rules, including accident causation and prevention, and flagging traffic control.
6. *Knowledge of county and department policies, procedures, rules, and regulations.
7. reading and writing skills as required for daily operations.
8. Knowledge of small tool operation.

Other Characteristics

1. Possess, or have the ability to obtain, a class B Commercial Driver's License.
2. Ability to work overtime and weekends in emergencies.
3. Ability to work under various extremes of weather.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environment stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Approvals

_____	_____	_____
Name	Title	Date

_____	_____	_____
Name	Title	Date