

HAYS COUNTY JOB DESCRIPTION

Job Code:1070
Grade: 109
FLSA: Non Exempt
Safety Sensitive

Prepared by: PSpC and Human Resources
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ROAD MAINTENANCE SENIOR OPERATOR

Essential Functions include the following. (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.) Other duties may be assigned.

Summary

Under close supervision, performs a variety of skilled, semi-skilled and unskilled road maintenance and construction duties for Hays County.

Responsibilities

- Performs a variety of skilled road maintenance and construction duties such as blading/grading road bases and dirt roads to create or repair designated grades and crowns; operating asphalt reclaimed/recycler to remove asphalt and/or cut ditches and grades; operating chip spreader; forming bridges and berms; and performing preventive maintenance and minor repairs on heavy equipment.
- Performs a variety of semi-skilled road maintenance and construction duties such as moving, loading, and hauling materials and debris; installing traffic control signs; cutting and installing culvert pipes; building forms, tying steel, pouring and finishing concrete; paving roads; removing asphalt or concrete; operating water trucks spraying and dumping water; preparing subgrade material; sanding roads; and staking job sites. Some positions oversee mowing crews.
- May perform a variety of unskilled road maintenance and construction duties such as clearing brush, trimming branches, operating a chipper, setting up road signs and barricades, flagging and directing traffic, filling potholes, cleaning offices, rest rooms, and equipment yard, removing trash from roads/parks, mowing rights-of-way, applying herbicides, performing routine equipment maintenance (such as checking and filling fluids), and shoveling/spreading dirt and asphalt.
- Operates equipment such as graders, asphalt reclaimer/recyclers, rollers, dump trucks, tandem trucks, water trucks, broom trucks, pick-up trucks, backhoes, loaders, and tractor mowers. May transfer equipment between locations. May assist other County departments with labor tasks. May keep fuel logs or other records. Follows established safety procedures and guidelines. May respond to public inquiries at the job site concerning road maintenance and construction.
- Assists in training and providing guidance to others.
- Other duties as assigned.

Knowledge Required

- Knowledge of Hays County Road and Bridge Department regulations, policies, and procedures.
- Knowledge of the methods, principals, and practices of street maintenance and construction.
- Knowledge of training and leadership practices.

Required Skill

- Skill in understanding and following instructions and procedures related to street maintenance and construction.
- Skill in performing basic street maintenance and construction tasks.
- Skill in following established safety procedures and guidelines.
- Skill in operating tools and equipment used in road maintenance and construction, such as chain saws, shovels, rakes, two-way radios, air hammers, jack hammers, water pumps, weed eaters,

graders, asphalt reclaimer/recyclers, rollers, dump trucks, broom trucks, pick-up trucks, backhoes, loaders, tractor mowers, brush chippers, and traffic control devices.

- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, and the public.
- Skill in providing training and guidance to others.

Education and/or Experience

- Three years general road maintenance and construction experience, including light and/or heavy equipment operation preferred, or any equivalent combination of experience and training.

Other Qualifications, Certificates, Licenses, Registrations, Requirements

- Class "A" Commercial Texas Driver's License preferred.
- Class "B" Commercial Texas Driver's License required.
- Employees must provide and wear lace up safety boots, as described in the Hays County Safety Boot Policy for Road and Bridge.

Supervision

Generally none. Some positions may be left in charge in absence of supervisor. Assigns work and monitors progress.

Guidelines

The Road Maintenance Senior Operator must work in strict adherence to instructions, using judgment in selecting the proper procedures for application to specific problems. This position must have a strong work ethic, must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

The Road Maintenance Senior Operator uses judgment in interpreting and adapting guidelines. This employee uses these guidelines for application to specific cases and problems. The Road Maintenance Senior Operator meets with contacts in a structured setting at Hays County locations. The contacts are generally cooperative.

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

While performing the duties of this job, the employee is regularly required to use his/her hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to kneel, crawl, crouch, climb, or stoop. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions and in roadways. The employee regularly travels to various job sites and operates or works near moving mechanical parts and heavy equipment. The employee frequently works in the public right-of-way, streets, and roads in various traffic conditions. The employee is occasionally exposed to fumes, airborne particles, living or dead animals, sharp tools, insects, and toxic or caustic chemicals. The employee occasionally works in or near flooded areas. The noise level in the work environment is often loud.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

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