

HAYS COUNTY JOB DESCRIPTION

Job Code: 1075
Grade: 108
FLSA: Not Exempt
Safety Sensitive

Prepared by: R&B and HR
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ROAD MAINTENANCE WORKER SPECIALIST

Essential Functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

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

Responsibilities

- 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.
- Staking job sites.
- 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.
- Performs tire service duties on various types of equipment and vehicles, within the mechanic shop.
- Operates equipment such as 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.
- 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, principles, and practices of street maintenance and construction.
- Knowledge of tire service.
- Knowledge of training practices.

Required Skill

- Exceptional skill in following established safety procedures and guidelines.
- Exceptional 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, rollers, dump trucks, broom trucks, pick-up trucks, backhoes, loaders, tractor mowers, brush chippers, and traffic control devices.

- General skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, and the public.
- General skill in understanding and following instructions and procedures related to street maintenance and construction.
- General skill in performing basic street maintenance and construction tasks.
- General skill in the operation of tire service equipment.
- Skill in providing training and guidance to others.

Education and/or Experience

- Two years general road maintenance and construction experience preferred, or any equivalent combination of experience and training.

Other Qualifications, Certificates, Licenses, Registrations, Requirements

- 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

- The Road Maintenance Worker Specialist is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness.
- The Road Maintenance Worker Specialist is responsible for carrying out assignments as instructed.
- The supervisor assigns work and decides the actions to be taken. The Road Maintenance Worker Specialist contacts the supervisor concerning deviations, problems and unfamiliar situations.

Guidelines

The Road Maintenance Worker Specialist 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. May be required to communicate with others during working hours.

Emotional Demands

The Road Maintenance Worker Specialist uses judgment in interpreting and adapting guidelines. This employee uses these guidelines for application to specific cases and problems. The Road Maintenance Worker Specialist 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: