

County of Humboldt Job Specification
ROAD MAINTENANCE WORKER I/II
Classification 0238A/B



DEFINITION

Under immediate (Road Maintenance Worker I) to general (Road Maintenance Worker II) supervision, performs unskilled to semi-skilled heavy, physical work in the maintenance, repair and construction of roads; operates a variety of vehicles, equipment and hand and power tools; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Road Maintenance Worker I) to general (Road Maintenance Worker II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Road Maintenance Worker I: This is the entry-level classification in the Road Maintenance classification series. Initially under close supervision, incumbents learn and perform routine duties in road maintenance, repair and construction. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Road Maintenance Worker II: This is the journey-level classification in the Road Maintenance class series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Road Maintenance Worker III in that the latter performs skilled operation of heavy construction equipment such as graders, low beds, dozers, gradalls and crusher equipment, and may lead the work of crews on a project basis. This class is further distinguished from the Boat Operator class series in that the latter operates a ferry boat in addition to performing maintenance, repair, and construction of roads.

Positions in the Road Maintenance Worker I/II class series are flexibly staffed and positions at the II level are typically filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for, and after demonstrating the ability to perform the work of, the higher level classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I-level) positions

- Breaks and removes surfaces of roads and related structures; digs, hauls, and loads and unloads spoils, sand, asphalt mixes and other materials; operates jack hammers, pavement breakers, concrete saws, spaders, tampers and a wide variety of hand and power tools related to road maintenance work; shovels, rakes, rolls and irons asphalt and sprays oil; operates a variety of heavy trucks; sand seals surfaces; prepares for overlays; cleans up work sites upon completion of jobs.
- Performs traffic monitoring and control, including the distribution of barricades, warning signs, safety cones and/or the flagging of vehicles.
- Installs, repairs and maintains culverts, ditches and drainage structures; excavates and clears roads and ditches.
- Performs brush clearance, tree removal and weed control work using tractor mowers and hand tools.
- Operates a variety of light construction equipment such as dump trucks, backhoes, rollers, loaders, patch pots, and sweepers.
- Performs snow removal and storm patrol work.
- Observes safe work methods and safety practices related to the work; uses appropriate safety equipment; observes safe driving practices.
- Inspects vehicles and performs minor maintenance; reports the need for major repairs and service; fuels and lubricates vehicles and related equipment; washes and cleans assigned vehicles.
- Maintains basic records of daily work performed.
- Responds to emergency situations in off hours as required.
- Performs other related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Techniques, materials, tools and equipment used in the maintenance, repair and construction of roads.
- Operation and maintenance of vehicles, hand and power tools used in road construction and maintenance.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language to effectively perform the work.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate vehicles and light equipment used in road construction such as trucks, rollers, loaders and backhoes.
- Operate and maintain a variety of hand and power tools and equipment used in the work.
- Properly place cones, barricades and warning devices and direct traffic flow at job sites.
- Perform heavy physical labor.
- Understand and follow oral and written instructions.
- Keep accurate records and prepare simple reports.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Road Maintenance Worker I: Six (6) months of work experience as a laborer in construction or maintenance work.

Road Maintenance Worker II: One (1) year of experience in the construction and maintenance of roads at a level equivalent to the County's classification of Road Maintenance Worker I.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California Class C driver's license following hire date per California DMV regulations.
- Must obtain a valid Class B driver's license within six (6) months of hire.

PHYSICAL DEMANDS

- Mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites.
- Strength and stamina to perform medium to heavy physical work; to lift, carry, push, and pull materials and objects averaging a weight of 100 pounds or heavier, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect and operate equipment.
- Fieldwork requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.

- Wear and use proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or hazardous physical substances and fumes, dust and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).
- This is a DOT (Department of Transportation) covered classification and is subject to random drug and/or alcohol screening.