

VILLAGE OF RAYMOND JOB DESCRIPTION

Title: **Maintenance Worker – Highway**
Department: Public Works
Reports To: Public Works Foreman

POSITION SUMMARY

This position performs manual labor and heavy equipment operation to assist with road repairs, snow removal, and other assignments to assist with overall department operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Safely operates heavy and light construction equipment, machinery, and tools for maintenance and construction related operations.
2. Performs general road maintenance and related activities including flagging traffic, mowing, temporary and permanent asphalt surface repairs, patching holes, sawing pavement, clearing brush and trees, vegetation control, sweeping, and removing dead animals and trash.
3. Maintains ditch, waterways, and storm drain for proper drainage.
4. Maintains street signage.
5. Cleans, lubricates, and performs preventive maintenance or repair on equipment.
6. Performs snow removal operations.
7. Completes work orders, daily activity reports, inspection reports, and time sheets; maintains maintenance and service records/logs, and other pertinent information.
8. Reports to work for after hour needs, as assigned.
9. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- High School diploma or equivalent.
- Previous experience in heavy equipment operation or road construction preferred.

OTHER REQUIREMENTS

- Class B CDL. Class A CDL preferred.

REQUIRED JOB COMPETENCIES

- Knowledge of traffic safety principles.
- Knowledge of safe operations of heavy-duty trucks and equipment.
- Knowledge of basic mechanical and electrical equipment maintenance procedures.
- Ability and skill to drive and operate mobile equipment in a safe and proper manner.
- Knowledge of operation and maintenance of assigned equipment and machinery.
- Knowledge of, utility markings and clearances and rules for safe equipment operation in close proximity to underground and overhead utility facilities.
- Knowledge of construction industry safety rules and ability to utilize all Personal Protective Equipment necessary.
- Knowledge of legal load limits for assigned equipment and vehicles.
- Ability to operate assigned machinery and equipment skillfully and safely in close proximity to vehicular traffic, grade and alignment stakes, slopes, trucks, other construction equipment, laborers and utilities.
- Ability to read and understand grade and alignment stakes set by others.
- Ability to safely load, unload, and transport equipment to and from job sites.

- Ability to understand and follow oral and written instructions.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prepare and maintain accurate and concise records and reports consistent with the position.
- Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
- Ability to define problems, exercise sound judgment, and address a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain professionalism at all times.
- Ability to work as a member of a team.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform mathematical calculations required of this position.
- Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces per training.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.