



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Road Maintenance Worker-Apprentice	NEW: _____	REVISED: <u>X</u>
<small>(Please check one)</small>		
REPORTS TO: Field Supervisor	FLSA: Non-Exempt	DATE: 01/2020
DEPARTMENT: Road & Bridge	JOB CODE: 700	

SUMMARY:

Under direct supervision, the Road Maintenance Worker-Trainee performs routine, entry-level duties related to the maintenance of County roadways and infrastructure.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Maintains hard-surface roadways, including filling cracks and joints, patching potholes, laying asphalt, digging-out/removing failed sections of asphalt, concrete and chip and seal, setting/removing forms for concrete panel replacements as well as placing and finishing concrete, and hauling rock.

Operate trucks of various sizes/weights in the loading, hauling and unloading of materials, equipment, and supplies to support construction, repair and maintenance of County roads and infrastructure.

Spread rock and materials with precision as needed on County gravel/paved roads or right of way. Operate aerial boom/bucket trucks in support of vegetation control and other improvements/maintenance to County roads and infrastructure.

Control vegetation and hazardous debris along County roads, including cutting and clearing trees and brush, cleaning, and clearing ditches, chipping wood, loading/unloading and hauling debris.

Maintain safe environment, including flagging and directing traffic, setting up signs, cones and other traffic control devices, appropriately wearing/using all required personal protective equipment and properly following established safety procedures.

Drainage structure maintenance/installation, including bridge repair/maintenance, culvert repair and cleaning, and drop inlet installation and maintenance.

Plow snow and spread ice control materials. Clean and perform routine maintenance on vehicles, equipment, buildings, and grounds. Perform pre-trip safety inspections for assigned equipment and refer defects or needed repairs to supervisor.

Frequent use of hand and power tools such as: walk behind saws, demolition saws, crack sealing equipment, chain saws, wood-chippers, snowplows and spreader, and welding equipment. Occasionally, requires operation of equipment such as: skid steer loaders, mini excavators, steel drum and pneumatic rollers. Also requires operation of single and tandem axle dump trucks for spreading rock on rural roads and hauling material to and from job sites. Position will be placed on the random drug screen list.

OCCASIONAL with close supervision, job occasionally requires operation of equipment such as: skid steer loaders, mini excavators, steel drum and pneumatic rollers. Occasionally job also requires operation of single and tandem axle dump trucks for spreading rock on rural roads and hauling material to and from job sites.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Basic knowledge of math: ability to measure, add, subtract, multiply, and divide
2. Ability in skill, coordination, and technical capacity to safely use/operate a variety of tools and equipment identified for use in this job
3. Ability to communicate to maintain productive/cooperative relationships with staff and the public
4. Skill in time management

PHYSICAL DEMANDS:

Position requires FREQUENT talking and hearing. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. Job requires physical stamina and endurance, including the ability to lift and carry up to 50 lbs, operate hand tools, and perform stationary flagging. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling. Squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50-75 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

Job requires overtime and nighttime work as needed and requires the ability to respond to emergency situations within a reasonable time period.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and one-year equipment operations or construction experience; Missouri driver's license;

Must receive a passing grade on the written portion of the Commercial Driver's License (CDL) exam within 3 months of hire and be able to pass the driving portion of the Class B with air brakes CDL exam within 6 months of hire.

PREFERRED QUALIFICATIONS:

Class B CDL with Air Brakes. Two years of road construction experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.