



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** Road Maintenance Worker IV    **NEW:** X    **REVISED:**         
(Please check one)

**REPORTS TO:** Roads Maintenance    **FLSA:** Non-Exempt    **DATE:** 01/16  
Superintendent

**DEPARTMENT:** Public Works, Maintenance    **JOB CODE:** 700  
Operations

**DEFINITIONS:**

With limited supervision, operates heavy equipment, including, but not limited to asphalt pavers, backhoes, brush cutters, chip/seal machines, bulldozers, highlifts, motorgraders, oil distributors, rollers, scrapers, and trackhoes in the construction, repair, maintenance, and replacement of County streets, storm drainage and facilities.

**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.)*

Assists in construction and maintenance in operation related to equipment; assists other employees in construction and maintenance activities for training purposes; assists mechanics when assigned equipment is out of service; maintains and cleans assigned equipment.

Inspects and repairs streets, drainage and sewer systems at frequent intervals to ensure that aspects of the systems are functioning properly; maintains a variety of records relating to maintenance activity.

Determines the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation; operates a variety of power construction equipment, hand and power tools, and ensures the proper maintenance of equipment and tools by cleaning and checking after use.

Performs routine inspection and preventative maintenance on equipment; refers defects or needed repairs to supervisor; performs duties in conformance to appropriate safety and security standards; visually inspects and tests machinery and equipment; listens for unusual sounds from machines or equipment to detect malfunction.

Discusses machine operation variations with supervisors or other maintenance workers to diagnose problems or repair machines; cleans and lubricates shafts, bearings, gears, and other parts of equipment; installs and repairs electrical components of machinery and equipment.

Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment; repairs and maintains the physical structure of county roads, facilities and bridges; operates, programs, and repairs automated machinery and equipment; operates welding equipment and cutting torch to cut or join metal parts.

Assists in loading, securing, and unloading materials and equipment; aids and assists other workers with the installation and removal of snow plows, spreaders, tailgates, etc.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of operating and service manuals and related documentation to vehicle and equipment used.
2. Good knowledge of federal, state and County codes, relating to vehicle operation.
3. Good knowledge of County policies and procedures relating to workzone safety
4. Skill in the operation of a variety of heavy equipment safely and in a manner to minimize damage and repairs.
5. Skill in the operation of a variety of construction equipment used by the division and specialized knowledge or expertise on at least one type of heavy equipment.
6. Skill in the safe operation of several of the following equipment: motorized vehicles and equipment, dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, crack sealing equipment, compressors, generators, common hand and power tools, shovels, wrenches, mobile radio, and telephone.
7. Skill in establishing and maintaining cooperative relationships with departmental staff and the public.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED and five years equipment operations or construction experience; Missouri drivers license, Class B CDL with air brake endorsement; Class A CDL preferred.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)