



POSITION: Highway Maintenance Worker

DEPARTMENT: Highway

CLASSIFICATION: Position is based on a 40-hour work week. Covered under collective bargaining agreement between Pipestone County and AFSCME, Local 2424. FLSA non-exempt

NATURE OF WORK: Position operates and maintains vehicles and equipment which may require a Commercial Driver's License to operate. Responsibilities may include driving vehicles or equipment listed below; inspecting vehicles for safety issues; performing routine vehicle maintenance; loading and unloading materials; and performing related manual labor. Incumbents operate and maintain a variety of equipment used in all aspects of repair and maintenance of County highways and bridges. Work is performed under the supervision of the Highway Maintenance Supervisor and is reviewed and evaluated in progress and/or upon completion.

EQUIPMENT USED: Including but not limited to: Motor Grader with snow equipment, Tandem axel dump truck with snow equipment, Semi-tractor trailer, Rubber tire and steel rollers, Chip spreader, Shouldering machine, Boom truck, chainsaws, tar kettles, water truck, pickup trucks, Articulated loader, tractors with various attachments, power sweeper, bituminous distributor, tailgate paver, brush chipper, chemical sprayers, riding/push mowers, air compressor, bulldozer, excavator.

AUTHORITY: Hired by the Engineer with County Board approval. Subject to a six-month probationary period, pre-employment criminal background check, physical examination, and driving record check.

LEGISLATIVE REQUIREMENTS: Subject to Pipestone County Drug and Alcohol Testing Program. Must have Class A CDL.

RELATIONSHIPS: Reports to Maintenance Supervisor/Engineer on a daily basis.

BASIC QUALIFICATIONS:

- High School Diploma/GED
- Minimum of one year of work experience in operating heavy equipment in maintenance/construction work, or an equivalent combination of education and experience deemed acceptable by Pipestone County.
- Previous experience in basic equipment maintenance required.
- Current Class A CDL required or the ability to acquire it within one month from date of hire.
- Response time maximum of thirty minutes from residence.
- CPR and First Aid Training and Pesticide Applicator's License preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Heavy and specialized equipment and vehicles;
- Manual Labor practices;
- Equipment maintenance and repair principles;
- Occupational hazards and safe work methods;
- Safe driving principles;
- Applicable traffic laws, ordinances and rules;

Skill in:

- Operation of a variety of light/heavy highway maintenance/construction equipment.
- Performing preventive maintenance to applicable equipment;
- Maintaining records;
- Conducting equipment and vehicle inspections and recognizing defects;
- Able to follow oral and written instructions.
- Communication, ability to develop and maintain effective working relationships with coworkers, supervisors, and the public.

SPECIFIC DUTIES/RESPONSIBILITIES: Includes, but not limited to the following:

Essential Duties:

- Operates heavy equipment, which may include tandem axle dump trucks, motor graders, tractors, and /or other equipment listed above.
- Inspects, maintains, fills out various inspection reports, and performs basic maintenance and repairs to equipment and shop facilities. Refers technical problems to mechanic.
- Performs a variety of duties requiring manual labor including crack filling, bituminous patching, tile repairs, brush cutting, shoveling materials, flagging traffic, picking up debris, grounds maintenance, washing trucks and equipment, and/or related highway maintenance duties.
- Observes prescribed health and safety precautions in the performance of all tasks, utilizes appropriate protective clothing, materials, and equipment.
- Performs other related work as required.

Access to Not Public Data

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13 Minnesota Government Data Practices Act.

Physical Requirements: In a typical 8 hour day this person sits 4 hours, stands 2 hours, and walks 2 hours. Notable physical demands include: (1)occasional bending/stooping, squatting, crawling, climbing, reaching, crouching, kneeling, pushing/pulling and twisting; (2)occasional lifting/carrying of up to 75 pounds; (3)grasping with hands; (4)occasional work from knee to head level, frequently at waist height; (5)continuous need to see with far acuity; (6)continuous need to hear within a normal sound range. Work is performed mainly out-of-doors. Involves potential exposure to extreme weather conditions, moving machinery, various chemical agents and physical elements. Position requires ability to operate light/heavy maintenance equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all duties performed by personnel so classified.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.