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| Job Title: | Highway Maintenance Worker I |
| Position Type: | Full-time  | Address: | 7191 State Route 39Millersburg, OH 44654 |
| Typical Work Schedule: | 6:30 a.m. to 5:00 p.m.Monday through Thursday | Pay Range: |  |
| FLSA: | Non-exempt, hourly  | Civil Service: | Classified  |
| Qualifications |
| A minimum of one (1)year experience in highway maintenance work or equivalent, as per Engineer; the ability to perform physical labor and understand written and oral instructions; must hold at or within six (6) months of hire, a valid Ohio commercial driver's license (CDL) and an acceptable driving record. |
| Job Description |
| **ESSENTIONAL FUNCTIONS:****ROAD MAINTENANCE*** Constructs, maintains and repairs county roadways and roadside ditches including:
* Grading berms
* Sealing chips and cracks in roads
* Cleaning ditches
* Installing or replacing culvert pipe
* Building smaller headwalls
* Installing guardrails
* Shoveling dirt, rock and debris from culverts
* Cutting trees and brush along county roads
* Operates various equipment to provide rough grade level work on maintenance repair and construction projects
* Breaks and removes concrete and asphalt from highways and roads
* Load materials onto truck bed
* Hauls stone, dirt, sand, cinders, hot mix or other materials to and from work site
* Mixes and pours concrete for highway and road repair
* Fills and patches street with hot mix and cold patch
* Constructs road and/or bridge forms
* Removes snow from highways and roads
* Spreads salt or cinders on county highways and roads

**EQUIPMENT MAINTENANCE/REPAIR*** Performs routine maintenance and repair on equipment:
* Check fluid levels
* Tighten bolts
* Check fluid levels
* Tighten bolts
* Lubricates fittings
* Washes and cleans equipment
* Changes oil and filters

**MISCELLANEOUS AND SPECIAL ASSIGNMENTS*** Receives and responds to two-way radio communications regarding material distribution
* Records materials received and delivered
* Performs additional duties and assignments, as required

**NON - ESSENTIONAL FUNCTIONS:*** Performs related functions as required.

**SKILLS AND KNOWLEDGE:****KNOWLEDGE*** Department policies and procedures\*
* Highway, bridge, and culvert maintenance procedures, methods and materials
* Road repair methods and materials
* Maintenance equipment and tools
* Safety precautions and procedures
* Routine preventative maintenance techniques
* Vehicle maintenance requirements

*\*May be acquired after hire***ABILITY TO*** Perform repetitive and heavy manual labor
* Perform repetitive unskilled tasks
* Transport heavy objects from one location to another
* Operate various hand tools such as shovels, rakes, hammers, etc.
* Operate light equipment
* Use manual and power tools
* Operate trucks and snow plows
* Perform routine maintenance on vehicles and equipment
* Work in adverse weather conditions
* Follow oral and written instructions
* Post information accurately and legibly
* Exercise sound judgment in potentially dangerous situations
* Develop and maintain effective working relationships with associates, supervisors and the general public

**EQUIPMENT OPERATION*** Operates hand held and light equipment including but not limited to:
* Dump truck
* Pickup truck
* Dump truck with snow plow
* Chain saw
* Jack hammer
* Street Sweeper
* Chipper
* Post Driver
* Tractor
* May intermittently operate heavy or medium equipment

**NECESSARY CERTIFICATIONS:*** Must hold at or within six (6) months of hire, a valid Ohio commercial driver's license (CDL) and an acceptable driving record

**IMMEDIATE SUPERVISOR:** Highway Maintenance Foreman**PHYSICAL EFFORT****PHYSICAL REQUIRMENTS**Employee frequently lifts up to fifty (50) pounds and occasionally lifts up to one hundred (100) pounds.**PHYSICAL ACTIVITY**Employee's work effort involves prolonged and frequent standing, walking, climbing, balancing, pushing, pulling, carrying,hammering, shoveling, tamping, bending, stooping, kneeling, crouching, and lifting activities using all major muscle groups.Manual dexterity and normal vision, including depth perception, are required to use hand/power tools and operate equipment. Neck mobility is necessary when operating snow plow equipment. Normal hearing acuity is required due to working in close proximity to heavy equipment and moving traffic. Physical qualifications set forth in 49 CFR 391, Subpart E, Section 391.41 for holding a valid State of Ohio commercial driver's license are included herein by reference. Employee must be able to work moderately fast, steadily and at various heights to complete work assignments.**WORKING CONDITIONS****JOB LOCATION**Work is performed outside where employee may work alone and is exposed to extremes in outdoor temperatures and weatherconditions, noise, dirt, grease, vibration, electrical and mechanical hazards, dust and burns. Exposure to unfavorable health and safety factors is frequently present and work may be exacting. The employee may experience eyestrain while plowing snow.Employee is required to wear safety gear when and where required by regulations and department policies. |
| ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTIONI have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position. |
| Employee: |  | Date: |  |