



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Road Maintenance Worker II</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Roads Maintenance Superintendent</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>PW-Maintenance Operations</u>	JOB CODE: 700	

DEFINITIONS:

With close supervision, performs a variety of unskilled or semi-skilled maintenance work and operates a variety of hand or power tools in the construction, repair, maintenance, and replacement of County Street, storm drainage, facilities and systems.

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.)*

Operates small tractors, trucks, loaders, backhoes, chip sealers, distributors, high lifts, and loaders as necessary or required by management; operates welding equipment and cutting torch to cut or join metal parts; operates a variety of hand and power tools.

Assists other employees in construction and maintenance activities for training purposes; assists mechanic when assigned equipment is out of service; maintains and cleans assigned equipment and tools, ensuring proper maintenance; visually inspects, listens for unusual sounds from machines or equipment to detect malfunction and performs routine inspection and preventative maintenance on equipment and refers defects or needed repairs to supervisor.

Inspects and/or repairs streets, drainage and sewer systems at frequent intervals to ensure all aspects of the systems are functioning properly; repairs and maintains the physical structure of County maintained roads, facilities and bridges; determines the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Maintains a variety of records relating to maintenance activities; performs duties in conformance to appropriate safety and security standards; performs required labor involved in construction and maintenance projects as part of a crew, including brush and tree removal, pavement cutting, ditch digging, pipe repair, and laying and backfilling.

Discusses machine operation variations with supervisor or other maintenance workers to diagnose problem or repair machine; cleans and lubricates shafts, bearings, gears, and other parts of equipment; assists other workers in the loading, securing, and unloading of materials and equipment, and with the installation and removal of snow plows, spreaders, tailgates or other devices.

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 vehicles safely and in a manner to minimize damage and repairs.
5. Skill in the safe operation of several of the following equipment; motorized vehicles and equipment, dump trucks, pickup trucks, utility trucks, tampers, plate compactors, saws, pumps, crack sealing equipment, compressors, generators, common hand and power tools, shovels, wrenches, mobile radios, and telephone.
6. Knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
7. Skill in establishing and maintaining cooperative relationships with departmental staff and the public.

MINIMUM QUALIFICATIONS:

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

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)