



BOONE COUNTY JOB DESCRIPTION

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

REPORTS TO: Road Maintenance **FLSA:** Non-Exempt **DATE:** 10/11
Superintendent

DEPARTMENT: PW-Maintenance **JOB CODE:** 700
Operations

DEFINITIONS:

Under close supervision, performs a variety of unskilled 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.)*

Inspects and/or repairs streets, drainage and sewer systems at frequent intervals to ensure that all aspects of the systems are functioning properly; 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.

Determines the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation; operates a variety of hand and power tools.

Maintains a variety of records relating to maintenance activities; 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.

KNOWLEDGE AND SKILLS:

1. Good knowledge of operating and service manuals for 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. Some knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
5. Skill in the safe operation of small vehicles and power equipment..
6. Skill in establishing and maintaining cooperative relationships with departmental staff and the public.

MINIMUM QUALIFICATIONS:

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

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)