



## HIGHWAY MAINTENANCE WORKER I/II/III

### **DEFINITION**

Under general supervision, performs routine and skilled heavy, physical work in the maintenance, repair, and construction of roads; operates and maintains various complex heavy construction equipment, various vehicles, and power tools.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives close supervision, general supervision, or direction from an assigned supervisory or management staff. May receive worksite direction from a Senior or Lead Worker. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*Highway Maintenance Worker I:* This is the entry-level classification in the Highway Maintenance class series. Under close supervision, incumbents learn and perform various duties in road maintenance, repair, and construction. This class is alternately staffed with Highway Maintenance Worker II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meets the qualifications of the higher-level class.

*Highway Maintenance Worker II:* This is the skilled journeyman classification in the Highway Maintenance class series. Incumbents perform a variety of general road maintenance duties. This class is distinguished from Highway Maintenance Worker III in that the latter operates specialized heavy equipment, such as graders, backhoes, and related equipment.

*Highway Maintenance Worker III:* This is the specialized journeyman classification in the Highway Maintenance class series that maintains and operates heavy construction equipment. This class is distinguished from Sr. Highway Maintenance Worker, which is the lead-level class in this series. .

### **EXAMPLES OF DUTIES (Illustrative Only)**

- Breaks and removes surfaces; digs, shovels, hauls and loads and unloads spoils, sands, asphalt mixes, and other materials; operates jackhammers, pavement breakers, concrete saws, spaders, tampers, and a wide variety of hand and power tools related to road maintenance work; shovels, rakes, rolls and irons asphalt and sprays oil; operates a variety of heavy trucks; chip seals surfaces; prepares for overlays; cleans up work sites upon completion of jobs.
- Performs traffic monitoring and control, including the distribution of barricades, warning signs, safety cones, and the flagging of vehicles.
- Performs brush clearance, tree removal, and weed control work.
- Operates a variety of light construction equipment such as dump trucks, rollers, loaders, patch pots; may operate heavier equipment on a training basis.
- Performs snow removal, ice control, and storm patrol work.
- Inspects vehicles and equipment and performs minor maintenance; reports the need for major repairs and service; fuels and lubricates vehicles and related equipment; washes and cleans assigned vehicles.
- Makes operating adjustments and minor repairs to equipment such as changing buckets and teeth and tightening loose bolts and hydraulic couplings.
- Observes safe work methods and safety practices related to the work; uses appropriate safety equipment.
- May direct placement of necessary safety and traffic control devices; observes safety precautions related to work.
- Operates assigned vehicles skillfully and safely; observes safe driving practices.
- Operates and maintains a wide variety of hand and power tools and equipment related to work assignments.
- Performs manual tasks such as constructing fences and guardrails, spreading gravel and sand and/or various other

support functions for the road crew; performs manual labor duties in the construction, maintenance, and repair of roads and their appurtenances.

- Maintains basic records of daily work performed.
- May act in a lead capacity on a specific job at times.
- Responds to emergencies in off-hours as required.
- Drives construction equipment to and from job sites; loads and unloads equipment from trucks; operates various construction equipment, including backhoes, front-end loaders, motor graders, motor rollers, rotary snowplows, pavers, transporters, and related equipment.
- Excavates, backfills, grades, and rolls construction and repair sites.
- Operates equipment used in road maintenance, construction, earthmoving, grading, and cuts to grade.
- Checks job sites for potential hazards and determines precautions necessary for safe operations.
- Secures equipment upon completion of work.
- Prepares various basic records and reports.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Highway Maintenance Worker I**

#### **Knowledge of:**

- Basic techniques, materials, tools, and equipment used in the maintenance, repair, and construction of roads.
- Basic shop arithmetic.
- Safe work practices and safety regulations pertaining to the operations and transportation of the equipment and work construction zones.
- Preventive maintenance and minor repair methods related to the equipment.

#### **Ability to:**

- Operate and maintain a variety of hand and power tools and equipment used in work.
- Properly place cones, barricades, warning devices, and direct traffic flow at job sites.
- Understand and follow oral and written instructions.
- Keep accurate records and preparing simple reports.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Recognize potentially hazardous conditions on the job site or with the equipment.

### **Highway Maintenance Worker II**

In addition to the qualifications for Highway Maintenance Worker I:

Must possess and maintain a valid commercial Class A or B driver's license with no restriction as to transmission, no restrictions on air brakes, and must acquire a Tanker Endorsement within six months of hire or promotion date.

#### **Ability to:**

- Operate and maintain road vehicles and equipment such as trucks, rollers, and loaders.
- Exercise independent judgment and initiative without close supervision.

### **Highway Maintenance Worker III**

In addition to the qualifications for Highway Maintenance Worker II:

#### **Knowledge of:**

- Earth-compacting techniques.

#### **Ability to:**

- Cut roadways to grades.

### **Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Highway Maintenance Worker I: Six months of experience performing manual labor work.

Highway Maintenance Worker II: In addition to the above, one (1) year of experience equivalent to the County's class of Highway Maintenance Worker I.

Highway Maintenance Worker III: Two (2) years of journey-level experience at a level equivalent to the County's class of Highway Maintenance Worker II AND passage of the performance examination for this classification.

### **Other Requirements:**

Highway Maintenance Worker I: Must possess and maintain a valid driver's license.

Highway Maintenance Worker II: Must possess and maintain a valid commercial Class B driver's license with no restriction as to transmission, no restrictions on air brakes, and must acquire a Tanker Endorsement within six months of hire or promotion date.

Highway Maintenance Worker III: Must possess and maintain a valid commercial Class A driver's license with no restriction on transmission or air brakes and a Tanker Endorsement.

### **PHYSICAL DEMANDS**

Must possess good physical condition and be able to exert physical strength for prolonged periods. Frequent standing and use of both hands and legs; occasional walking and sitting; wrist and arm motions, ability to grasp and hold; lifting, carrying, pushing, and pulling of equipment and tools weighing up to sixty (60) pounds. Infrequent stooping, reaching, climbing, bending, and jumping; lifting, carrying, pushing, and pulling equipment and tools weighing up to sixty (60) pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Must be willing to work overtime with exposure to heavy traffic and other hazards.

### **ENVIRONMENTAL CONDITIONS**

Employees perform work outdoors in all weather conditions and varying temperatures with frequent exposure to dust, heavy traffic, and noise levels associated with traffic and mechanical equipment; infrequent exposure to heights, hazardous substances such as gasoline and diesel fuel, hazardous machinery, and power tools.