

HIGHWAY MAINTENANCE TECHNICIAN

MAJOR FUNCTION

This is manual work involved in the maintenance of County roads and right-of-ways.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Performs all manual labor tasks in support of maintenance and construction on County roads and right-of-ways.
- Routinely uses various hand tools in the performance of assigned tasks.
- Operates various pieces of small equipment in the performance of assigned tasks.
- Performs routine light maintenance on small equipment and vehicle to ensure safe and continuous operation.
- Handle hazardous and non-hazardous materials required in the maintenance of County roads and right-of-ways and cleaning of various equipment.
- Assists in the set up of work zone safety and routinely responsible for performing flagging duties to ensure the safety of workers.
- Completes all required paperwork to include work reports, equipment and vehicle checklist and time sheets.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
- Respond to emergencies and pull on-call.

SECONDARY FUNCTIONS

- May be required to work extended shifts after hours, on holidays, or weekends in emergency situations.
- Performs other duties as assigned.

HIGHWAY MAINTENANCE TECHNICIAN

CUSTOMER SERVICE

This position provides indirect customer service to members of the general public by maintaining road safety and direct customer service to other employees of the department. Personal contact occurs with citizens on a daily basis, and employees of other departments in the County on a limited basis, usually by provided information in person and by phone contact.

SUPERVISION

May performs as a lead worker while performing work on a small crew. May include ensuring work assignment is completed as instructed and contacting supervisor for any questions or further direction.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education And Experience

High school diploma or general education degree (GED) and one year related experience or training, or equivalent combination of education and experience.

Licenses

Possession of a valid Florida Drivers License.

Certifications

Hazardous Material (8 hour)
Maintenance of Traffic (MOT) Flagging
National Incident Management System (NIMS) IS-700
CPR
Or the ability to obtain within 12 months of hire date.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

HIGHWAY MAINTENANCE TECHNICIAN

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

Specialized Skills and Abilities

- Some knowledge of simple tools used in maintenance.
- Ability to understand and follow oral and written instructions and the ability to learn to operate trucks and light automotive equipment on a trainee basis.
- Ability to cross train for other positions within the department.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This position requires the ability to proficiently operate the various hand tools of the trade, as well as the following: chainsaw, pole saw, weed eater, pavement saw, compactor, chipper, lawn mower, thermal patch unit, pickup truck, and a two-way radio.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to sit, stand, walk, climb or balance, and lift up to one hundred pounds; and will frequently be required to and to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, and talk or hear. Special vision requirements of this position include close, color, and peripheral vision, depth

HIGHWAY MAINTENANCE TECHNICIAN

perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals; risk of electrical shock; vibrations; high, precarious places; and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions. The noise level for this environment will be loud.

Established: 10/99

Pay grade: 3

Job Description Number: 8031

Category: 8

Status: NE

Revised: 10/2007