

BALLARD COUNTY ROAD DEPARTMENT

- ❖ *Prepared by Judge/Executive Office*
- ❖ *Approved by Fiscal Court February 6th, 2018*

County Road Maintenance Workers

Maintain highways, municipal and rural roads, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, and snow fences. Also mow or clear brush from along road or plow snow from roadway.

Basic Skills

- High School Diploma or GED required.
- Basic Computer Skills required.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talking to others to convey information effectively.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding written sentences and paragraphs in work related documents.
- Being aware of others' reactions and understanding why they react as they do and bringing others together and trying to reconcile differences.
- Actively looking for ways to help people & teach others how to do something
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Managing one's own time and the time of others.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Technical Skills

- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Determining causes of operating errors and deciding what to do about it.
- Set out signs and cones around work areas to divert traffic and Flag motorists to warn them of obstacles or repair work ahead.
- Perform preventative maintenance on vehicles and heavy equipment.
- Drive heavy equipment and vehicles with adjustable attachments to sweep debris from paved surfaces, mow grass and weeds, remove snow and ice, and spread salt and sand.
- Drive trucks to transport crews and equipment to work sites.
- Haul and spread sand, gravel, and clay to fill washouts and repair road shoulders.
- Dump, spread, and tamp asphalt, using pneumatic tampers, to repair joints and patch broken pavement.
- Clean and clear debris from culverts, catch basins, drop inlets, ditches, and other drain structures.
- Remove litter and debris from roadways, including debris from rock and mud slides.
- Erect, install, or repair guardrails, road shoulders, berms, highway markers, warning signals, and highway lighting, using hand tools and power tools.
- Inspect, clean, and repair drainage systems, bridges, tunnels, and other structures.
- Perform roadside landscaping work, such as clearing weeds and brush, and planting and trimming trees.
- Paint traffic control lines and place pavement traffic messages, by hand or using machines.
- Apply oil to road surfaces, using sprayers.

Physical Demands

the employee is regularly Stand; Walk; Sit; Use hands to finger, handle, or feel; Reach with hands and arms; Climb or balance; Stoop, kneel, crouch, or crawl; Talk or hear;

Lifts Weight or Exerts Force Work Environment

the employee is occasionally More than 100 pounds; the employee is frequently Up to 100 pounds; the employee is regularly Up to 10 pounds; Up to 25 pounds; Up to 50 pounds;

Vision

Specific vision abilities required by this job include Close vision; Distance vision; Peripheral vision; Depth perception; Ability to adjust focus;

Detailed Work Activities

- Apply paint to surfaces.
- Clean equipment or facilities.
- Compact materials to create level bases.
- Direct vehicle traffic.
- Dismantle equipment or temporary structures.
- Drive trucks or truck-mounted equipment.
- Inspect completed work to ensure proper installation.
- Inspect industrial or commercial equipment to ensure proper operation.
- Install fencing or other barriers.
- Maintain mechanical equipment.
- Maintain plumbing structures or fixtures.
- Mark reference points on construction materials.
- Measure work site dimensions.
- Mix substances or compounds needed for work activities.
- Move construction or extraction materials to locations where they are needed.
- Operate equipment or vehicles to clear construction sites or move materials.
- Operate road-surfacing equipment.
- Pour materials into or on designated areas.
- Remove debris or vegetation from work sites.
- Spread concrete or other aggregate mixtures.
- Spread sand, dirt or other loose materials onto surfaces.

Employee Signature

Date