

Platte County Job Description

Job Title: Road Maintenance Worker I
Department: Public Works
Reports To: Road Maintenance Manager
FLSA Status: Non-Exempt
Prepared Date: 8-1-17
Salary Grade: 3

Summary:

The Road Maintenance Worker I (RMW I) position is responsible for the maintenance and/or repair of roads and drainage structures in the county, under supervision. This position provides a wide variety of unskilled manual labor tasks as required.

Essential Duties and Responsibilities:

Operates a variety of trucks, equipment and hand tools in accordance with all safety regulations and procedures; duties may vary according to job assignment.

Performs basic road repair and maintenance tasks; plows and cleans roads as directed; reports safety hazards and traffic problems.

Repairs surface failures, utility cuts, potholes and seals cracks in pavement; maintains PWD infrastructure, including bridges, storm drains and culverts.

Performs manual labor assignments as needed, including the removal of emergency hazards outside of normal work hours as directed by supervision.

Hauls materials and transports vehicles and equipment to PWD job sites using various trucks and transporters.

Performs traffic control and flagging activities as needed; follows safety rules and regulations on all work zone and flagging sites, including placing signs, barricades traffic cones and other warning devices.

Other duties as may be assigned by management.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Demonstrates attention to detail and accuracy. Gathers and analyzes information skillfully.

Completes work activities in a timely manner.

Responds promptly to instructions from supervisor; Meets commitments.

Participates in meetings as required.

Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Often performs assigned work independently.

Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Follows policies and procedures.

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.

Prioritizes and plans work activities.

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Observes safety and security procedures and reports potentially unsafe conditions.

Adapts to changes in the work environment or unexpected events.

Qualifications:

Education and/or Experience

High school diploma or GED supplemented by a minimum of 1 year construction and equipment operation work experience or an equivalent combination of education, training and experience.

Language Skills

Ability to correspond effectively with co-workers, management or public.

Mathematical Skills

Ability to understand and apply basic mathematical concepts such as addition, subtraction, multiplication and division.

Reasoning Ability

Ability to solve practical problems and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

Missouri Class B, CDL required, prefer Class A CDL with air brake endorsement. If an individual is hired without having a valid CDL, it will be the individual's obligation to obtain a valid permit within 90 days of the hire date. If the permit is not obtained in this time period it shall be grounds for dismissal. Until the permit is obtained the individual shall not operate any vehicle or unit that requires a valid CDL license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Any movement of objects over 50 pounds shall be done with multiple employees, mechanical assistance, or both depending on each individual situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions.

While performing the duties of this Job, the employee is often exposed to outdoor elements while conducting site work; expect some extreme cold and/or extreme heat conditions. Dust, noise and fumes are often present in the construction environment.