

Murray County Position Description

Classification: Highway Maintenance Worker
Reports to: Highway Maintenance Supervisor
Supervises: No direct reports

Department: Highway Department
Location: Slayton
FLSA Classification: Hourly/Non-Exempt

Position Summary

This position is responsible for the operation of heavy motorized equipment, including graders, dozers, front-end loaders and various other equipment used for the maintenance of county roads, bridges and right of ways. This position is responsible for keeping roadways in safe driving conditions and responding to emergency events such as natural disasters.

Essential Duties and Responsibilities	%
<p>Serves as a Highway Maintenance Worker</p> <ul style="list-style-type: none"> • Operate, adjust and maintain a variety of highway maintenance equipment including but not limited to the following: motor grader, front-end loader, gravel truck, excavator, tractor, skid loader, power broom, paver, dozer, roller, tar kettle, torch and jackhammer; • Performs other related work as required, such as clean-up of highway ditches, planting grass seed, installing guardrails, repairing and painting bridges, treating dust problems on dirt roads and assists engineering or mechanics departments when needed; • Emergency call out for maintenance work when required, i.e. snow plowing, flooding etc.; • Performs road ditch mowing, crack cutting & filling and weed spraying; • Performs certain construction activities, operates a heavy loader in supplying materials, ditching and building driveways. 	50
<p>Monitor and maintain gravel roads</p> <ul style="list-style-type: none"> • Maintains gravel roads and shapes crown and shoulder of roads; • Perform general road and right of way maintenance; • Visually inspects roads to assess the need for surface work, centerline and shoulder striping, ditch cleaning, weed and brush control and reports to supervisor; • Patches blacktop roads using county equipment. 	25
<p>Performs general maintenance of equipment</p> <ul style="list-style-type: none"> • Performs preventative maintenance on trucks, loaders, and other equipment. Clean trucks and equipment; • Perform checks of equipment oil, water and air levels. 	5
<p>Performs general landscaping</p> <ul style="list-style-type: none"> • Performs tree removal, chainsaw and stump removal; • Perform landscaping services such as mowing grass, distributing fertilizer and chemicals, cutting bush, picking up litter, debris and animal remains from county roads. 	5
<p>Assist Highway Maintenance Supervisor to accomplish department goals</p> <ul style="list-style-type: none"> • Provides signing services at construction and repair sites; • Provides sign repair assistance and engineering and surveying support; • Complete reports, including truck and trailer inspection sheets, safety data sheets, inventory sheets, maps, material safety data, load sheets and other department required reports; • Understands and implements safety measures; • Maintains shop and grounds maintenance. 	10
<p>Other duties as apparent or assigned</p>	5

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

Qualifications

Education: Minimum of a High School diploma/GED and 4 years of experience driving heavy equipment that includes tandem gravel trucks and/or operate a motor grader. Must possess and maintain a Class A CDL and a healthy driving record.

Requirements:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, while able to perform intermediate troubleshooting or analysis of problems;
- Ability to communicate effectively to work team, with occasional incidental public interaction;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Must have a 30-minute response time from home to work;
- Must have and maintain a valid MN Class A Commercial Driver's License;
- This position is subject to random drug and alcohol testing as required for a class A Commercial Driver's License.
- Ability to respond to emergency events that include severe weather, storms, flooding and blocked roads;
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;
- Ability to deal with problems involving several concrete variables in standardized situations;
- Ability to follow instructions;
- Ability to establish and maintain strong working relationships with others.

Working Conditions and Physical Demands

This position spends most time near moving mechanical parts and in outdoor weather conditions. Exposed to high temperatures in the summer and blizzard conditions with extreme cold winter conditions (ice).

- This position is exposed to fumes or airborne particles occasionally.
- Some time is spent near toxic or caustic chemicals, extreme heat (non-weather), vibration, and explosive materials.
- Noise level is generally very loud.
- Some of time is spent sitting, talking or hearing, and using hands to finger, handling or feeling.
- The majority of time is spent standing walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms.
- The job requires that this position lift of to 10 pounds frequently, up to 25-50 pounds occasionally and rarely up to 100 pounds.
- Vision requirements are close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Equipment Utilized

- Hand and power tools, Heavy equipment (trucks, snowplow, motor grader, loader, backhoe tractors, and other machines required for highway maintenance), Specialized highway maintenance equipment (bituminous distributor, melter/applicator, patching truck, etc.), Light equipment (pickups, chainsaws, weed trimmers, etc.), Shop equipment (Diagnostic tools, welders, gas torch, drill press, plasma cutter, tire changing equipment, brake lathe, hydraulic press, equipment hoist, etc.)
- Standard office equipment (computer, copier, phone, two-way radio, etc.) and be able to use Microsoft Office and other County software.
- Ability to operate a vehicle