

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Contractual Road Worker/Driver
DEPARTMENT: Public Works – Roads Division
DIVISION: Roads
REPORTS TO: Foreman
FLSA STATUS: Contractual

SUMMARY: This is a skilled contractual position in operating trucks and equipment. An employee in this contractual classification, under the general supervision of an Assistant Division Chief, Roads Foreman or Shop Foreman, operates dump trucks and highway maintenance equipment and performs maintenance work and other assigned duties. Performance is evaluated by observation of his/her work habits with alterations, corrections, and/or guidance provided at time of observation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Application of thorough knowledge of the operation of and care for trucks and highway maintenance equipment, traffic regulations, and practices and safe operating limits of the equipment.
2. Ability to maintain appearance of assigned vehicles.
3. Assist with mechanical repairs, perform regular maintenance duties, and perform minor maintenance functions, ie: adding oil, lubricating equipment, checking oil and fluid levels and replacing fuses. Performs preventive maintenance on equipment.
4. Must be in sufficiently good health to perform manual labor and tasks requiring physical strength and be able to lift and carry a 75 lb. object.
5. Must be willing and able to establish and maintain good working relations with fellow workers, supervisors and the public.
6. Must have the skill in the operation of trucks and other road maintenance equipment and performance of other assigned duties.
7. Operates skilled laborer equipment; medium equipment, dump trucks, water trucks and trucks with plows.
8. Operates all straight frame trucks with single and multi-axle rear and medium size construction equipment.
9. Operates all single vehicles listed under Commercial Driver's License Class B from 26,001 lbs and up GVW rating for all intended purposes and towing trailer less than 24,000 lbs and other maintenance equipment.
10. Transport personnel, sand, gravel, shale and refuse.
11. Plow snow and apply abrasives to roadway.
12. Cuts and trims roadside vegetation including grass cutting operations.
13. Cleans ditches and culverts; provides traffic control and installs traffic control devices.
14. Participates in the repair and maintenance of bridges, County facilities, buildings and other structures.
15. Overtime may be required and other duties may be assigned.

QUALIFICATIONS:

This position requires knowledge and experience in operating and caring for various types of trucks and heavy equipment/machines utilized by the Roads Department. This position requires basic equipment maintenance and repair skills.

EDUCATION and/or EXPERIENCE:

- ❖ High School Diploma or GED
- ❖ Ability to read and write English
- ❖ One (1) year of experience in general labor work

LANGUAGE SKILLS:

This position requires English language skills sufficient to read and understand manuals and communicate effectively with supervisors and co-workers. Written communication skills are necessary to complete equipment maintenance reports.

MATHEMATICAL SKILLS:

This position requires the ability to add, subtract, multiply, and divide. The ability is needed to perform these calculations with units of distance, volume, weight and other units applicable to road or equipment maintenance duties.

REASONING ABILITY:

Position requires problem-solving abilities sufficient to complete equipment operations, maintenance, and repair duties.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Commercial Driver's License (CDL) - Class B with Tanker (N) Endorsement
Completion of Approved Flagger Certification course.

PHYSICAL DEMANDS:

In performing the duties of this position, it will be required to regularly walk, talk, listen, and communicate with supervisors, co-workers and the general public. This position requires the ability to operate various vehicles, machines, equipment, and tools. Access to these machines will require climbing. Lifting of materials, large tools, machine parts, and assemblies is required. During repair and maintenance of vehicles, machines, and equipment during daily operations, it is required to lift, pull, drag, climb, crawl, stoop, kneel and crouch. The physical demands of this position will vary.

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.

WORK ENVIRONMENT:

The work environment is outside the majority of the time. Operation of equipment, machines, and vehicles for daily activities will be necessary for snow removal, construction, and maintenance projects. Repair and maintenance work will be done on site, outside of enclosed buildings, or in an enclosed shop facility. Outside weather conditions encountered will vary and will include extreme heat, extreme cold, snow, ice, rain, wet/humid conditions, dry/dusty conditions, wind, sunshine and odors. Work tasks will be performed in close proximity to moving equipment, vehicles and parts with times of noisy conditions. Safety is first priority.

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

SPECIAL REQUIREMENTS:

Employees in this classification are subject to call 24 hours a day and will be required to maintain a telephone and to provide the County Roads Department with a telephone number where they can be reached. Employees in this classification are subject to substance abuse testing in accordance with Transportation Code of Maryland Regulations 11.02.11, testing for Illegal Use of Drugs.

QUALIFICATIONS:

This position requires basic laborer skills applicable to Roads division work. This position requires basic equipment maintenance and operation skills.