

POSITION SPECIFICATIONS

POSITION TITLE: ROAD DEPARTMENT ROAD CREWMAN
SECTION: ROAD
REPORTS TO: ROAD SUPERINTENDENT
CLASSIFICATION: CLASSIFIED
WAGE LEVEL: TO BE DETERMINED
DATE JOB ANALYSIS REVIEWED: DECEMBER 2014
DATE JOB ANALYSIS COMPLETED: DECEMBER 31, 2014

***NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MINIMUM QUALIFICATIONS

- 1. High School Diploma or GED certification preferred
- 2. One to two years' experience in equipment operation preferred
- 3. Ability to understand and communicate in English
- 4. Possess Commercial Driver's License (CDL)
- 5. Ability to perform the essential duties as listed below
- 6. Ability to work in the work conditions describes below
- 7. Ability to work with the equipment, tools and materials listed below

ESSENTIAL DUTIES

(Please initial each item to indicate whether you are or are not capable of performing that duty.)

	YES	NO
1. Responsible for specified Road Department activities involving specific repairs, or installations.	_____	_____
2. Knowledgeable with the variety of construction materials and in following specifications efficiently.	_____	_____

3. As necessary, may operate equipment to perform assigned construction duties.	_____	_____
4. In event of equipment damage, makes all necessary reports to request repairs.	_____	_____
5. Performs work with limited inconvenience to residence and others using roadways.	_____	_____
6. Ensures the use of ample public protection on all repair or construction operations.	_____	_____
7. Follow instructions as to safety precautions, methods, procedures, standards of performance, county policies, rules and regulations, and other matters affecting work.	_____	_____
8. Notifies proper authority in cases of emergencies.	_____	_____
9. Prepares and maintains own time sheets.	_____	_____
10. Attends project and safety meetings.	_____	_____
11. May perform various general labor work as needed such as installing culverts.	_____	_____
12. Employee must perform all duties with supervision. Employee may be required to work irregular hours.	_____	_____
<u>Other Requirements</u>	YES	NO
1. Employee must complete new hire physical.	_____	_____
2. Employee must comply with the safety guidelines of the County	_____	_____

FUNCTION ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

Physical Functions

YES

NO

1. Ability to lift up to sixty pounds for one-third of work day from ground to waist level. Ability to lift up to fifty pounds for one-third of work day, from ground to overhead.

2. Ability to stand and/or walk up to four hours at one time, and up to eight hours total per day.

3. Ability to crouch, kneel, and remain in a prone position for up to thirty minutes at one time, and up to one-third of work day.

4. Ability to bend at waist and twist/rotate waist if necessary for up to one-third of work day.

5. Ability to work with arms extended and bent for up to four hours at one time, and seven and one-half hours total per day.

6. Ability to push/pull arms with a force of up to five pounds for up to four hours at one time, and seven and one-half hours total per day. ability to push/pull arms with a force of up to fifty pounds or more while performing labor work.

7. Ability to push with legs up to forty pounds of force to operate foot controls for up to four hours at one time, and seven and one-half hours total per day.

8. Ability to coordinate use of hands and eyes in operation of equipment.

Working Conditions

YES

NO

1. Performs work indoors (approximately 5%) and outdoors (95%)

2. Temperature extremes depend upon weather conditions. Employee may be exposed to extreme cold and hot temperatures, and humid

conditions.

- 3. Employee may be exposed to noise intermittently while operating equipment. _____
- 4. Employee may be exposed to intermittent body vibration while operating equipment. _____
- 5. Employee is exposed to normal hazards associated with equipment operation and driving perhaps in severe weather conditions and on hazardous terrain. _____
- 6. Employee may be exposed to exhaust fumes, petroleum product odors, dusts and mists. _____
- 7. Performs work on even or uneven working surface which could be on concrete, or natural ground. Employee may be required to work on inclined surfaces or ramps. The working surface may be dry or wet. _____
- 8. Employee may work alone with or without direction, may work with one or two people, or with a large group of people. _____
- 9. Work is conducted primarily during daylight hours. _____

Equipment, Tools and Materials

- 1. Utilizes the following equipment and tools: concrete work related tools. The following are tools the employee may utilize: Excavation tools, hand tools, carpentry tools, digging bars, tamper, and sledgehammer. _____
- 2. Employee may handle back fill dirt, petroleum products, gravel, water, wood, metal, plastic pipe, stabilize chemical, and paperwork. _____
- 3. Eye protection, hearing protection, reflecting vest, hard hat, gloves, steel-toed boots, cones and flags are used as safety aids, as may be required. _____

Employee Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position describes and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____