

TITLE: Temporary Road Maintenance Worker

RD/12-605T

DEPARTMENT: Road, Fayette County

JOB SUMMARY: This position is responsible for assisting in the construction, repair, and maintenance of county roadways.

**MAJOR DUTIES:**

- o Shovels asphalt or gravel to patch potholes.
- o Picks up trash from county rights-of-way.
- o Operates tractors, bush hogs, and boom mowers.
- o Digs trenches; cleans catch basins, manholes, and sewer lines.
- o Clears debris from roadways.
- o Operates a chain saw or bush ax to cut limbs, bushes, and brush.
- o Loads and unloads gravel, dirt, and asphalt.
- o Installs traffic control signs.
- o Maintains assigned equipment.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of the principles and practices of road construction, repair, and maintenance.
- o Skill in the operation of job related equipment and hand tools.
- o Skill in the operation of assigned equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Crew Leader assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and establishes procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related road maintenance duties. Heavy traffic and inclement weather contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to participate in the repair and maintenance of the county's roadways. Success in this position provides safe and well maintained roads for county residents and visitors.

**PERSONAL CONTACTS:** Contacts are typically with co-workers and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically resolve problems and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of

employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Ability to read, write and perform basic mathematical calculations.
- o No experience requirements.