



## Seasonal Road Department Trainee Road

RD/15-604T

### JOB SUMMARY

This position will learn the basic skills for assisting in the construction, repair, and maintenance of county roadways.

### LEARNING OBJECTIVES

#### **Asphalt Paving Operations**

1. Will learn how roads are resurfaced and patched by assisting with manual shoveling of asphalt and learning the technical skill of luting (shaping/leveling) the final product.
2. Will learn how to repair pot-holes in asphalt pavements
3. Learn general maintenance of asphalt paving equipment
4. Learn basic operational skills of a skid-steer/bobcat

#### **Right-of-Way Maintenance Operations**

1. Learn to operate a grass tractor, zero-turn mower, bush hog and weed eater to maintain the grass alongside the roads in the County.
2. Learn how to properly use a chainsaw

#### **General Operations**

1. Knowledge of the principles and practices of road construction, repair, and maintenance
2. Learn how to properly set-up safe work-zone and flag traffic
3. Learn how to tie-down construction equipment for safe transportation
4. Learn basic erosion control installation and maintenance
5. General fork lift operations with certification
6. Roadway signage installation and maintenance
7. Methods to clean out drainage structures
8. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Skill in the operation of assigned vehicles;
2. Skill in oral and written communication;

### SUPERVISORY CONTROLS

The Assistant Department Director will assigned Crew Leaders and/or skilled staff to make sure the above learning objectives are taught alongside the daily field activities.

### GUIDELINES

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

### COMPLEXITY/SCOPE OF WORK

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

## CONTACTS

- Contacts are typically with co-workers and members of the general public.
- Contacts are typically to resolve problems and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 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.
- The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, and 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, more specifically discussed in MINIMUM QUALIFICATIONS 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

- Ability to read, write and perform basic mathematical calculations;
- Possession of a valid Class C driver's license issued by the State of Georgia;
- No experience requirements.