

Champaign County Job Description

Job Title: Highway Maintenance Worker

Department: Highway

Reports To: Highway Maintenance Supervisor

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME Highway

Prepared Date: April, 2004

SUMMARY Performs routine assignments in maintenance and repair of Champaign County highways and bridges.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Operates vehicles and equipment involved in snow plowing, roadside management, crack sealing and pavement patching.

Provides maintenance and construction of County highways and bridges.

Erects and maintains County highway signs.

Assists in the maintenance and minor repair of all vehicles and other equipment.

Provides routine maintenance and repair to unit buildings.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and two years of experience in highway or street maintenance; or an acceptable equivalent combination of education and experience. Requires working knowledge of road and vehicle maintenance procedures and skill in the operation of a variety of highway vehicles.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent; and to interpret miscellaneous drawings and schematics.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Possession of a valid Class A Commercial Driver's License with air brake endorsement and tractor-trailer.

PHYSICAL DEMANDS 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. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.