

## MASON COUNTY ROAD & BRIDGE WORKER

This job description does not constitute an employment agreement between the employer and employee, does not necessarily include all the duties which may be required for this position, and may be revised as needed.

### Summary of Position

Road and Bridge workers will participate in the construction and maintenance of county roads and cattle guards, drainage systems, driveways, signs, brush and vegetation control, and equipment maintenance. Road and Bridge workers will operate heavy equipment such as bulldozers, backhoes, motor graders, loaders, skid steers, mowers, trucks, and other equipment and tools. Road and Bridge workers will service and perform preventive maintenance on said equipment; maintain daily records, and complete reports of materials, equipments and fuel. Road and Bridge workers will perform needed tasks at airport, and in the cases of emergency such as fire or flood. Road and Bridge workers are under the general supervision of the Road Administrator.

### Essential Functions

- Operate motor grader to spread and level material, clean ditches, remove holes, ruts, and washboard ridges, enable proper drainage of water from roadways, and grade fire lanes
- Operate a bulldozer to stockpile materials, clear debris, and remove brush and trees
- Operate loaders to gather material and load trucks
- Operate trucks to transfer materials and equipment to and from job sites
- Service and perform basic preventive maintenance on all equipment to insure safe working conditions, and prevent mechanical problems
- Complete records and reports on time, materials, equipment, and fuel used
- Use various hand and power tools including chain saws, mowers, cutting torches, and welders to clean right-of-ways, mow, and build fences and cattleguards
- Direct traffic in hazardous areas, and provide needed services in emergency situations
- Interact with county officials, county employees, county residents, and other county and state organizations in a professional manner
- Arrive/depart work consistently and promptly

### Marginal Functions

- Perform other duties as assigned by supervisor within the scope of the department

### Knowledge and Abilities

- Knowledge of departmental policies and procedures regarding county road maintenance including right-of-way boundaries, location of underground and above ground utilities, disposal of materials, and setting up of safe work areas

- Knowledge of operation, safety, occupational hazards, capabilities, limitations, and servicing requirements of heavy equipment and other tools used in the building, maintaining, and repairing of roads
- Knowledge of materials used in roadway construction and maintenance
- Knowledge of Mason County geography in order to locate work sites and safely deliver material and equipment
- Ability to operate heavy equipment such as motor graders, bulldozers, loaders, and heavy trucks effectively in the construction and maintenance of county roads
- Ability to operate hand and power tools such as chain saws, mowers, cutting torches, and welders.
- Ability to perform inspection, service, and make simple repairs to heavy equipment to include fueling, checking engine oil level, coolant level, tire pressure, hydraulic levels, and lubrication of moving parts as needed to maintain and prevent breakdowns
- Ability to read at a level to comprehend manuals, reports, and handbooks
- Ability to write reports, fill in forms, and keep records
- Ability to perform basic mathematics with the use of a calculator to complete reports
- Ability to communicate orally and with hand signals to relay information to coworkers at jobsites

#### **Minimum Requirements**

- High School Diploma or GED
- 6 months experience in road maintenance and/or heavy equipment operation

#### **Special Requirements**

- Maintain current Class "A" Commercial Driver's License
- Maintain insurable driving record

#### **Work Environment and Physical Demands**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions including extreme heat and cold. The employee is occasionally exposed to moving mechanical parts, noxious fumes, and dust. The noise level is usually loud.

The employee is regularly required to maintain a stationary position for extended periods of time to operate heavy equipment. The employee is regularly required to move around the shop, yard, and jobsites. The employee is regularly required to position themselves atop or under heavy equipment in order to operate, inspect, and maintain it. The employee is regularly required to perform physical labor for extended periods of time. The employee regularly required to communicate and exchange information with other employees, their supervisor, and members of the community. The employee must regularly

move/position 25 pounds, frequently move/position 50 pounds, and occasionally move/position 100 pounds.

The employee must demonstrate good eye-hand-foot coordination to operate hand and foot controls while observing work area and relative positions of other equipment, personnel, and potential hazards. Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and adjusting focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of this job.

#### **Wages and Hours**

Wages are based on rates in Employee Handbook. Regular hours are standard Road and Bridge Department hours except during emergencies.

#### **Special Conditions**

This position is subject to pre-employment, reasonable suspicion, random, and post-accident drug/alcohol testing per DOT regulations for commercial driver's licenses.