

# SENECA COUNTY ENGINEER

3300 S. TR 151  
Tiffin, Ohio 44883-9499

## BENCHMARK JOB DESCRIPTION

POSITION TITLE: **HIGHWAY WORKER II**

### **JOB OBJECTIVES:**

Incumbent performs unskilled to advanced routine labor tasks, and operates light (occasional heavy) equipment in the construction, repair and maintenance of county roadway system including rights-of-way. Incumbent works as a member of a designated work crew or may work alone as required. Reports to the Foremen.

### **ESSENTIAL JOB FUNCTIONS:**

- \*\* Performs patching work on holes in roadways to include preparing hole for asphalt/cold patch, adding mix and tamping down using hand tampers, shovels, rakes, brooms and rolling with truck tires;
- \*\* Performs hauling activities in conjunction with trenching operations to include removing dirt from ditch cleaning duties to a proper dump site and moving dirt and stone to and from job sites and/or stockpiling chipped stone using a dump truck;
- \*\* Performs landscaping duties such as cutting grass, weeds, roadside foliage and removing and/or burning trees and brush using equipment such as chain/power saws, tractors with side and rear mowers and weed-eaters, and chippers;
- \*\* Performs berming operations on roadways to include driving a dump truck for cutting berm and for dumping stone into widening machine, utilizing the tail gate apparatus or rear belt;
- \*\* Performs clean-up operations on roadways as needed within Seneca County utilizing hand tools and dump truck and/or pick-up truck;
- \*\* Installs, repairs and/or replaces cross-overs to include hauling dirt to and from job site, loading/unloading pipe, laying pipe and using a portable water pump to remove water from work area;
- \*\* Performs sweeping activities on roadway intersections utilizing power/hand brooms and truck;
- \*\* Performs road widening activities utilizing tar distributor for laying down tar;
- \*\* Performs road wedging activities to include digging/removing/hauling from work site old hot mix, and rolling with roller;
- \*\* Moves equipment to and from job site utilizing a tractor trailer low-boy;
- \*\* Removes debris from roadside;

- \*\* Installs/repairs guardrail, posts and delineators at bridge/culvert site or other locations as needed;
- \*\* Performs snow plowing activities and spreads chipped stone/salt for snow and ice control utilizing a dump truck with a plow and spinner;
- \*\* Performs preventative maintenance and minor repair to equipment to include checking tires, belts, lights, brakes, fluid levels such as power steering, washing and hydraulic, and cleaning windows, replacing lights and draining air tanks;
- \*\* Repairs drainage tiles;
- \*\* Performs flag person activities to control traffic flow in the vicinity of job sites;
- \*\* Completes daily reports/logs/time sheets as they relate to the work assignments and as required;
- \*\* Pours concrete and prepares forms in the field as well as in the garage;
- \*\* Builds and repairs catch basins at the job site or in the garage using a variety of hand/power tools such as shovels, tampers and jackhammers;

#### **NON-ESSENTIAL FUNCTIONS:**

- \*\* Performs and assists in the duties of Bridge Worker I, Route Marker I, Automotive Mechanic I and Equipment Operator I.
- \*\* Performs custodial duties as required.

#### **I. SKILLS AND KNOWLEDGE**

**Equipment:** Ability to operate and use a two-way radio, fire extinguisher, fuel pump, a variety of small hand/power tools, light vehicles such as cars, pickups, tractor, and small machines, front end loader, fork lift, jack hammer and power equipment such as chippers, sweepers, dump truck, tar distributor, roller and related equipment as required to complete the work assignments. Ability to use laser levels and read design prints.

#### **Critical Skills/Expertise :**

- \*\* Thorough knowledge of the methods and equipment used in labor operations to construct, repair and maintain county roadways and rights-of way;
- \*\* Thorough knowledge of the policies and procedures of the department as they apply to the work assignments;
- \*\* Working knowledge of highway safety practices and procedures;
- \*\* Ability to understand and apply general highway construction, repair and maintenance procedures;
- \*\* Ability to use power/air driven tools, light to heavy equipment to complete work assignments;
- \*\* Ability to read and write and to comprehend and act upon written instructions, policies, and procedures pertaining to assigned duties;

- \*\* Ability to follow oral and written instructions and to communicate in common English language;
- \*\* Ability to perform a variety of unskilled to advanced skilled tasks relevant to construction, repair and maintenance of the county roadway system and rights-of-way;
- \*\* Ability to perform heavy manual labor for prolonged periods, often under adverse weather conditions;
- \*\* Ability to control traffic flow in construction areas.

**Job Standards:** Completion of secondary education plus experience in construction or related work or an equivalent combination of training and/or related work experience is acceptable in place of secondary education. **Must possess a valid State of Ohio Commercial Driver's License, Class A with Tanker Endorsement.**

## **II. RESPONSIBILITY**

Incumbent works under direct or general supervision and follows established policies, procedures, work methods and terms of the Collective Bargaining Agreement. Incumbent receives detailed and/or general, written and/or verbal instructions before and during work. Caution and appropriate safety measures must be exercised while operating assigned equipment and tools to prevent injury to self or others and to prevent damage to tools and equipment. Incumbent interacts with the general public in carrying out and/or completing the work assignments.

## **III. PHYSICAL EFFORT**

Incumbent's work effort involves prolonged and frequent walking, climbing, balancing, pushing, pulling, carrying, shoveling, hammering, tamping, bending, stooping, crouching and sitting activities using all major muscle groups. Neck mobility is necessary when operating equipment such as snowplow and roller. Manual dexterity, normal vision including color and depth perception, and hearing acuity are required to operate tools and equipment, to ascertain color coded ribbons identifying types of buried cables and/or lines and due to working in close proximity to heavy equipment and moving traffic. Physical qualifications set forth in 49 CFR 391, Subpart E, Section 391.41 for holding a valid State of Ohio Commercial Driver's License are included herein by reference. Incumbent must be able to work steadily and accurately at a moderate speed and at various heights and must be able to lift/move equipment materials weighing up to one hundred (100) pounds in order to complete work assignments.

#### **IV. WORK ENVIRONMENT**

**Job Location:** Work is performed outside where incumbent is exposed to extremes in outdoor temperatures and weather conditions, noise, dirt, grease, vibrations, electrical and mechanical hazards, burns, dust, chemicals, and the possibility of rupturing gas lines. Exposure to unfavorable health and safety factors is frequently present. The incumbent may experience eyestrain when plowing snow. The incumbent shall wear safety gear to include items such as hardhat, reflectorized vest, safety glasses/goggles, ear plugs/muffs and welding/rubber gloves.

Effective Date: 9/8/92

Revised: 7/31/96, 7/28/04, 3/24/06

**I acknowledge I have read and accept this job description.**

Name \_\_\_\_\_ Date: \_\_\_\_\_

Witness \_\_\_\_\_ Date: \_\_\_\_\_