

CARBON COUNTY MONTANA

JOB DESCRIPTION FORM

Job Title: Road Maintenance Worker

Position#:

Department: Road

Reports To: Working Road Foreman

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 40.00 Nonexempt Exempt

Reason for opening:

Prepared By: Commissioners

Date: 2/2/12

I.	PURPOSE OF THE JOB	(What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)
		Safely performs all duties to maintain a defined portion of county roadway, with the objective of providing a safe transportation infrastructure for the traveling public on county roadways.
II.	ESSENTIAL FUNCTIONS	(What activities are required for the position to exist? Estimate the percentage of time spent in each.)
		Operate heavy equipment including trucks Service and maintain heavy equipment including trucks Repair heavy equipment including trucks Operate hand and power tools Maintain equipment usage and service logs
III.	OTHER DUTIES AND RESPONSIBILITIES	(Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)
		Maintenance of county buildings in district
IV.	KNOWLEDGE AND SKILLS	(For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)
		A1 commercial driver's license or the ability to obtain one within thirty (30) days. Required Experience in all aspects of road construction and maintenance. Required Communication Skills. Required

Read, write, and perform basic math at a high school graduate level.	Required
Operate and maintain a variety of tools and heavy equipment including trucks.	Required
Self motivated able to work with little supervision.	Required
Able to function under adverse conditions.	Required
Is punctual and task oriented until end of shift.	Required
Ability to understand and follow instruction.	Required
Knowledge of relevant safety requirements.	Preferred
Ability to prioritize between essential and non essential tasks.	Preferred
Heavy equipment mechanical experience.	Preferred
Accepts responsibility for that which is under their control.	Preferred
Military or farm exsperience.	Desired
Ability to multi-task.	Desired
Social skill level to interact with general public.	Desired
V. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)	
VI. EXTENT OF PUBLIC CONTACT (Within and outside the company)	
Work with working road foreman, other district crews, county office personnel, commissioners, fellow work crew members, and the general public.	
VII. WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Travel within the district and to other districts or metropolitan area in adjoining county. Required to work overtime as conditions warrant, occasionally under adverse conditions.	

VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved Denied

By:

Date:

Comments: