

CLASSIFICATION: HIGHWAY MAINTAINER I

Class Code: 5043-07

Date Established: 11-03-68

Occupational Code: 5-2-2

Date of Last Revision: 10-09-12

BASIC PURPOSE: To perform manual labor and special maintenance work in connection with maintenance, construction and repair projects.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Assists other highway maintenance staff as a member of a crew in making maintenance repairs to public highways or buildings.
- Operates, services and makes field adjustments to power tools and mechanized equipment such as chain saws, power lawn mower, hydraulic lifts, spreaders, trucks and other equipment used to maintain the public highway.
- Spreads sand, gravel and asphalt on summer scheduled re-surfacing projects.
- Routes traffic by performing duties such as flagging and erecting signs and devices for traffic control.
- Checks work assignments of contracted equipment operators while engaged in snow and ice control operations.
- Operates hydraulic wing on snowplow truck.
- Operates the following trucks and equipment:
 - 1/2 to 3/4 ton pick-up truck
 - 2 ton patrol truck - Routine Maintenance (Summer)
 - 3 to 5 ton Heavy Duty Routine Maintenance (Summer)
 - Tractor/loader
 - Rollers, 6 ton or less
 - Towed and auxiliary equipment
 - Power hand tools and equipment

DISTINGUISHING FACTORS:

Skill: Requires minimal skill in performing a series of routine procedures OR in operating equipment according to standardized instructions.

Knowledge: Requires common sense understanding of instructions in performing a series of routine procedures.

Impact: Requires minimal responsibility for contributing to agency objectives by supporting or performing routine work activities within a small organizational unit. Errors at this level are of minor consequence and are readily detected through frequent checking or inspection.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job assignments in an adverse working environment involving a variety of unpredictable elements or hazards, including exposure to injuries or hazardous materials which result in partial disability.

Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting or climbing.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Completion of eighth grade.

Experience: Three months of work experience preferably in a field related to highway maintenance.

License/Certification:

Applicant must possess a valid driver's license from his/her state of residence. The applicant's Motor Vehicle Record (MVR) must meet the minimum standards as established by the hiring agency. The applicant must obtain a valid Commercial Driver's License (CDL) with appropriate endorsements prior to completion of the probationary period.

SPECIAL REQUIREMENTS: Preference will be given to those candidates who possess a high school or G.E.D diploma.

RECOMMENDED WORK TRAITS: Knowledge of power tools and equipment. Good physical condition and sufficient strength to do heavy lifting. Willingness to work in the outdoors under extreme weather conditions. Ability to establish and maintain harmonious working relationships with fellow employees. Ability to follow written and verbal instructions. Ability to compute simple arithmetic computations. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.