

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Asphalt Maintenance Crew

GRADE: 7

DEPARTMENT: Road & Bridge

DIVISION: Maintenance & Trades

EXEMPT/NON-EXEMPT: Non-exempt

REVISED: August 2018

GENERAL STATEMENT OF DUTIES:

This position assists with the construction and maintenance of County assets by operating all equipment related to asphalt roads. Safe and responsible operation of any required county equipment for the efficient completion of an assigned task as instructed.

SUPERVISION RECEIVED:

Reports directly to the Road Manager.

ESSENTIAL FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Removes old pavement and prepares surface for repaving.
- ◆ Shovels, rakes, spreads hot asphalt material in the repair or resurfacing of roads.
- ◆ Compacts and smoothes asphalt patches by rolling.
- ◆ Crack sealing of oil roads.
- ◆ Places and removes barricades and cleans up job site upon completion of work.
- ◆ Able to operate crack sealing, patching equipment, rollers, dump truck, belly dump, bucket truck, backhoe, loader, chainsaw, and other small equipment for county jobs.
- ◆ Must be able to work non-scheduled hours.
- ◆ Ability to operate snow plow truck.
- ◆ Do any physical labor as required by supervisors.
- ◆ Proper reporting of any safety problems while on job sites.
- ◆ Performs tasks as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Ability to safely complete duties as assigned.
- ◆ Ability to begin and maintain an excellent record of attendance and punctuality.
- ◆ Ability to learn to operate and maintain all county equipment safely and efficiently.
- ◆ Ability to complete a job thoroughly.
- ◆ Ability to operate asphalt maintenance equipment.
- ◆ Ability to read, speak, and understand English well.
- ◆ Ability to occasionally work after regular hours and/or on-call hours.

QUALIFICATIONS

- ◆ Must have experience in related field.
- ◆ Valid CDL Class A license with no restrictions preferred.
- ◆ Flagger certified or certifiable.
- ◆ Ability to communicate and get along well with people.
- ◆ Will be provided a uniform.
- ◆ Ability to read, speak and understand English well.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.

DESIRABLE QUALIFICATIONS

- ◆ Experience operating other medium and heavy equipment.
- ◆ Ability to operate a road grader.
- ◆ Knowledge of paved road shouldering.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten and printed material.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 100 pounds occasionally and 75 pounds frequently.

- ◆ STANDING - Ability to stand for extended periods.
- ◆ DRIVING - Individual must be able to operate a motor vehicle.

- *Occasionally: Activity exists less than 1/3 of the time.
- *Frequently : Activity exists between 1/3 and 2/3 of the time.
- *Constantly : Activity exists more than 2/3 of the time.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

Employee Signature:	Date:
Human Resources:	Date: