

1/24/2012

**MILLS COUNTY SECONDARY ROADS
JOB DESCRIPTION**

POSITION TITLE: Labor/Truck driver
REPORTS TO: Ditch, Entrance & Bridge Supervisor, County Engineer
SUPERVISES: N/A

PURPOSE OF POSITION: Responsible for providing manual labor and the operation of equipment and vehicles utilized in the maintenance and construction of secondary roads.

ESSENTIAL FUNCTIONS:

Primarily operates a single axle dump truck. Position includes essential functions of operating construction and maintenance equipment including, but not limited to single axle dump trucks, bull dozers, end loaders, tractor mowers, rollers and tractor backhoes.

Performs manual labor including, but not limited to cutting brush, installing, maintaining and removing tire chains, snowplow blades and sanders on trucks, cold patching hard surface roads, repairing flat tires, forming and pouring concrete, cutting concrete, repairing and reflooring bridges and picking up trash.

Operates power and hand tools in the performance of duties.

Hauls road construction/maintenance materials, supplies and equipment to and from work sites.

Loads construction and maintenance materials into a dump truck.

Performs snow removal operations.

Performs routine scheduled maintenance on assigned vehicle including, but not limited to changing oil, filters and other engine fluids and lubricants, repairing tires, tire chains, lights, performing battery maintenance, and washing and cleaning the interior and exterior.

Completes a written record of the maintenance services performed on each piece of equipment and visually inspects the condition of equipment before and after operation to determine if repair or maintenance is needed.

Completes various written work records including, but not limited to times sheets, accident reports, work orders, truck service and mileage records.

Performs general maintenance on related equipment such as chainsaws and generators.

Operates acetylene torch and electric arc welder in the construction and maintenance of bridge girders and railings.

Controls traffic in construction and maintenance zones and emergency situations.

Performs bridge work including, but not limited to repairing decks, installing piers and abutments and driving pilings.

Performs maintenance and housekeeping activities of county buildings and grounds.

MARGINAL FUNCTIONS:

Assists in assembling multi-plated drainage culverts.

Performs other duties as directed by supervisor or engineer as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Good knowledge of and ability to operate assigned equipment in a safe manner according to traffic laws and regulations.

Good knowledge of occupational hazards and the safety precautions necessary for the proper operation and use of assigned vehicles, equipment, tools and materials.

Good knowledge of and the ability to perform routine maintenance on assigned vehicles and equipment.

General knowledge of construction practices utilized in the building and maintenance of roads and bridges.

Experience in the operation of single axle trucks.

Ability to read and follow maps, diagrams and tables and a series of written and oral instructions.

Ability to establish and maintain effective working relationships with fellow employees, supervisors and the general public.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Must possess a valid State of Iowa Commercial Drivers License (CDL) at the time of hire.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is performed in a variety of outdoor environments and locations throughout the year. Work environment is occasionally noisy and may be hazardous, if proper safety precautions are not taken.

Must be able to lift and carry items which weigh 50 to 100 pounds.

Operation and maintenance of vehicles and equipment requires that incumbent be able to perform repetitive hand, wrist, shoulder and leg movements, have effective hand and eye coordination, bend, climb and crawl into, under and out of vehicles as well as climbing steep roadside banks.