

MIAMI COUNTY ENGINEER'S OFFICE

JOB ANNOUNCEMENT

JOB TITLE: Highway/Bridge Worker 1
Full-Time Position

COMPENSATION: Salary: \$16.60 to \$19.10 per hour, DOQ

OBJECTIVES: Under general direction, performs low skilled and semi-skilled tasks and operates light to medium equipment in the construction, repair and maintenance of roadways, bridges, drainage and safety systems. Reports to Supervisor and Road Superintendent.

ESSENTIAL FUNCTIONS (partial list): Includes but is not limited to: moving material and equipment utilizing light and medium duty trucks, snow and ice removal operations on public roadways, forming, placing and finishing of concrete, fabrication of reinforcing steel cages, patching of cracks and holes in roadway, landscaping activities, installing drainage pipes of various types and materials, guardrail installation, service and maintenance of equipment, traffic control activities, completing daily reports and logs, and dealing well with people in highly stressful situations. Subject to emergency call out and must report in a timely manner.

QUALIFICATIONS: Must possess high school diploma or GED plus one year of working experience in construction or related work, and/or equivalent combination of training and/or related work experience. Must hold and maintain, at all times, a valid Class A State of Ohio Commercial Driver's license. Must meet physical qualifications set forth in 49 CFR391.41, Subpart E, for holding a valid State of Ohio Commercial Driver's License including pre-employment and random drug and alcohol testing. Must be able to tolerate extreme work environments including temperature extremes, work with electrical and mechanical hazards, dust, dirt, mud, noise, grease, chemicals, and vibration.

License, certificate, or registration requirements: Must possess a valid Ohio Class A Commercial Driver's License.

APPLICATION AND DEADLINE: All interested applicants may obtain an application and position description at the Miami County Engineer's Office, 2100 N. County Road 25A, Troy, Ohio between the hours of 7:30 am to 4:00 pm Monday through Friday. Applications may also be accessed through Miami County's website at: www.miamicountyohio.gov. All properly completed applications with resume are to be returned to the Miami County Engineer's Office, 2100 N. County Road 25-A, Troy, Ohio by 4:00 p.m. on **Tuesday, July 31, 2018**.

MIAMI COUNTY ENGINEER'S OFFICE IS ACCESSIBLE TO THE DISABLED

MIAMI COUNTY ENGINEER'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Miami County Highway Department

2100 N. County Road 25A
Troy, Ohio 45373



POSITION DESCRIPTION

TITLE: HIGHWAY/BRIDGE WORKER 1

PAY STATUS: Hourly

FLSA STATUS: Non- Exempt

CIVIL SERVICE STATUS: Classified

OBJECTIVES: Employee performs unskilled and semi-skilled tasks and operates light to medium equipment in the construction, repair and maintenance of county roadways and bridge systems. Employee works as a member of a designated work crew, or alone as required. Reports to department supervisor.

ESSENTIAL FUNCTIONS:

1. Moves equipment/materials to and from job site, including loading and unloading of same, using light, medium, or heavy duty trucks.
2. Performs tasks in the construction, repair and maintenance of bridges, culverts, and headwalls, including but not limited to building forms, fabricating reinforcing steel, pouring and finishing concrete, beam placement/tie-in, and deck waterproofing.
3. Performs patching work on holes or cracks in roadways by preparing holes for asphalt mix, adding mix, and tamping down, or by utilizing a Durapatch or crack-sealing machines to apply liquefied emulsion.
4. Performs landscaping duties such as grading and seeding, cutting grass, weeds, roadside foliage, and removing trees and stumps using equipment such as chain/power saws, tractor mowers, and chippers.
5. Performs flagger activities to control traffic flow in construction zones.
6. Installs and repairs guardrail including digging post holes, attaching rails to posts and replacing damaged rails.
7. Installs, repairs and/or replaces drainage culverts or other conduits and appurtenant items using a variety of hand tools, power tools and equipment such as shovels, tampers, jackhammers, or tractor.
8. Fabricates and erects new signs, replaces or repairs missing/damaged roadway signs, installs and maintains pavement markings and/or other traffic control devices.
9. Performs or assists in berming of roadways using a dump truck or berm machine.
10. Spreads and rakes hot and cold asphalt mix and other paving materials to proper thickness and grade on roadways.
11. Performs snow and ice removal activities and salting for ice control including operation of single and tandem axle trucks with plows and spreaders.
12. Services and maintains equipment by lubricating, changing oil, adding fluids, and performing routine adjustments.
13. Completes daily reports/logs/time sheets as they relate to the work assignments as required.
14. Works overtime based on the needs of the organization
15. Required to be available for contact at all times, via cell phone or other reliable means, in order to be notified of emergency callouts.
16. Interacts with the public in a courteous manner.
17. Maintains regular and predictable attendance.
18. Performs other similar or related duties as assigned by the department supervisor based upon the needs of the organization.

NON-ESSENTIAL FUNCTIONS:

1. Performs minor repair and/or maintenance on tools and equipment.

2. Performs routine maintenance/repair to facilities and grounds to include mowing grass, painting, cleaning, etc.
3. May be required to serve on workplace committees.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Knowledge of the methods and equipment used to construct, repair and maintain county roads, bridges and ditches.
2. Knowledge of the policies and procedures of the department as they apply to work assignments.
3. Ability to perform a variety of unskilled to semi-skilled tasks relevant to construction, repair and maintenance of county roads, bridges and ditches.
4. Ability to operate and use a two-way radio, a variety of small hand/power tools, and light to medium equipment such as pickups, single/tandem axle dump trucks, snow plows, tractors, chippers, sweepers, forklifts, the Durapatch and crack-seal machines, etc.
5. Ability to fabricate and install roadway signs and markers using a variety of application devices and processes.
6. Ability to understand general highway and bridge construction, repair and maintenance procedures.
7. Ability to read and write and to comprehend and act upon written instructions, policies and procedures pertaining to assigned duties.
8. Ability to control traffic flow in construction zones.
9. Ability to perform heavy manual labor for prolonged periods, often under adverse weather conditions.
10. Ability to perform assigned duties safely and without injury or harm to self or others.
11. Ability to communicate clearly and effectively with others in the workplace, and to do so with courtesy, respect, and sensitivity.
12. Ability to respond to road/bridge related work emergencies in a timely manner after being notified of such emergencies.

EDUCATIONAL/TRAINING REQUIREMENTS: High school diploma or GED plus one year of working experience in construction or related work, or an equivalent combination of training and/or related work experience. Must hold and maintain at all times a valid Class A State of Ohio Commercial Driver's License. Must pass medical exam to meet physical qualifications set forth in 49 CFR 391.41, Subpart E, for holding a valid State of Ohio Commercial Driver's License, including passing pre-employment and random drug and alcohol testing.

WORK ENVIRONMENT: Work is performed both in a garage environment and outside where employee may be exposed to extremes in temperatures and weather conditions, noise, dirt, grease, vibration, electrical and mechanical hazards, dust and chemicals. The employee may be subject to eyestrain when plowing snow. Employee is required to wear personal protective equipment such as hard hat, safety glasses or goggles, heavy/rubber gloves, seatbelts, ear muffs/plugs, high-visibility reflective attire and related safety clothing/gear as required.

PHYSICAL ABILITY: Must possess and maintain the physical ability to perform work assignments which may require prolonged and frequent walking, climbing, balancing, pushing, pulling, lifting, carrying, shoveling, hammering, tamping, bending, stooping, crouching and sitting activities using all major muscle groups. Minimum lifting capability is 30 lbs. on a frequent basis, and 50 lbs. on an occasional basis. Neck mobility is necessary when operating a dump truck or snowplow. Manual dexterity, normal vision, including color and depth perception, and hearing acuity are required to operate tools and equipment due to working in close proximity to heavy equipment and moving traffic. Employee must be able to work steadily, accurately and at various heights to complete work assignments.

RESPONSIBILITY: Employee works under direct or general supervision and follows established policies, procedures and work methods. Employee receives detailed and general instructions before and during work with which he must comply. 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.

I acknowledge that the above position description is representative of the majority of the duties and responsibilities of this position, but is not all inclusive.

Employee: _____ **Date:** _____

Employee's Supervisor: _____ **Date:** _____