

**FAYETTE COUNTY  
JOB DESCRIPTION**

**Maintenance Employee I**

**DEFINITION AND DUTIES:**

Under general supervision, performs skilled work and is responsible for the inspection and maintenance of a specified district in the Secondary Road System. Performs work in other assigned areas throughout the County as needed. Duties may vary in accordance with seasonal, climatic, or program conditions.

**Knowledge of:**

- ◇ Mechanical principles
- ◇ Safe operation of specialized equipment
- ◇ Safe work practices
- ◇ Gasoline and diesel engines
- ◇ Construction and maintenance practices
- ◇ Standard methods, materials, tools, and equipment used in road maintenance work

**Ability to:**

- ◇ Operate motor graders, medium to heavy trucks, straight truck, single & tandem dump trucks, dozer, water-wagon, backhoe, roller, A.C. paver, crack & joint filling equipment, truck tractor with heavy equipment-trailer or belly or side dump trailer, edge rutter and tractors and attachments, end-loaders, mowers or other equipment normally used in highway construction or maintenance including auxiliary or truck mounted attachments
- ◇ Operate assigned equipment safely, and in conformance with manufacturer's recommendations
- ◇ Efficiently use shop tools including drills, cutting torch, wrenches, and related equipment
- ◇ Be on-call in emergency conditions
- ◇ Use independent action in accomplishing recurring or emergency tasks
- ◇ Represent Fayette County and perform duties in a professional, responsible and trustworthy manner
- ◇ Keep accurate records, including being detail-oriented on timesheets, rock tickets, rock sheets, maintenance maps, etc.
- ◇ Understand and follow written and oral directions
- ◇ Perform manual labor (moderate to heavy) for extended periods of time
- ◇ Establish and maintain effective working relationships with co-workers and the public
- ◇ Maintain concentration and remain alert for prolonged periods
- ◇ Handle moderate levels of stress, meet deadlines and solve problems appropriate to the position
- ◇ Lift, move, carry, push and/or pull up to approximately up to 100 pounds
- ◇ Stand, sit, squat, kneel, bend, crouch, twist, reach, climb, balance, stoop, crawl, and use a step stool and ladder as needed
- ◇ Have sufficient personal mobility to complete work at various county facilities
- ◇ Have clarity of speech and hearing which permits effective communication
- ◇ Have sufficient vision which permits production and review of a wide variety of materials both electronic and hardcopy forms
- ◇ Have sufficient manual dexterity to operate equipment and hand tools with moderate to heavy use and make handwritten notations
- ◇ Do concrete work, carpenter work, electrical wiring, lay blacktop and build fence
- ◇ Work outdoors on all types of terrain and in all types of weather conditions
- ◇ Work independently as well as carry out duties with limited supervision
- ◇ Work overtime as needed

### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

High school graduate or equivalent. Minimum one (1) year experience in operation of straight & tandem dump trucks including use of snow-plow, wing & sander and minimum one (1) year experience in operation of motor graders in maintaining roads, finish blading, ditching, earthwork, snow & ice removal.

**Special requirements:** Possession of a valid Class A Commercial Driver's License and insurable under county liability coverage. Ability to report to work to any location within Fayette County in all weather conditions in a reasonable time.

**SPECIFIC DUTIES:** *to be performed satisfactorily with or without reasonable accommodation*

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- ◇ Perform the inspection and maintenance of an assigned district, including roadway surfaces, shoulders, structures, drainage facilities, signs, and right-of-way areas. Duties include, but are not limited to:
  - Plowing snow
  - Spreading salt and sand on roadway surfaces for winter roadway maintenance
  - Maintaining roadside vegetation using various treatment methods including but not limited to mechanical, mowing, burning, and seeding
  - Maintaining roadway surfaces using various means including but not limited to hauling, spreading, and blading rock, surface patching seal coating (oiling), surface and full depth patching of pavements, crack sealing pavements, and edge rut repairs
  - Performing traffic control duties including sign setup and flagging
  - Monitoring drainage structures and repair or replace if necessary
  - Maintaining drainage in roadside ditches
  - Cleaning up debris within road right of ways
- ◇ Perform manual labor for extended periods under disagreeable outdoor and indoor conditions including dust, dirt, heat, cold, wet, odors, floods, open trenches, vibrations & noise involving use of shovel, spade, posthole digger, post driver, ax, corn knife, chainsaw, jackhammer, etc. to check/clean culvert inlet/outlets, set/reset/remove/straighten signs, cut/remove brush storm/flood debris, break/remove concrete/rock, fumes and noise involving performance of routine mechanical servicing tasks on equipment operated.
- ◇ Provide working assistance in the use of snow fences, salt and gravel spreaders, asphaltic materials, and other substances required in the road maintenance programs.
- ◇ Operate assigned equipment skillfully, safely, and in conformance to regulations and directions.
- ◇ Responsible for the maintenance and upkeep of assigned district shed and property as well as associated recordkeeping. Secure county property to prevent theft.
- ◇ Perform preventive maintenance functions, such as change tires, change oil/filter, lubricate, grease, change lights/fuses and limited repair of Secondary Roads equipment, including the use of a cutting torch.
- ◇ Apply knowledge of account codes and maintains routine logs such as equipment repair/maintenance record, fuel consumption, daily work done, etc.
- ◇ Maintain inventory of all necessary parts, supplies, fuel, oil, etc. to maintain the equipment.
- ◇ Serves as lead person under appropriate classification as needed.
- ◇ Train employees in the operation of specified equipment in accordance with safety practices as needed.
- ◇ Perform duties of Operator as needed.
- ◇ Attend work related meetings and trainings as required.
- ◇ Perform all work duties and activities in accordance with County policies, procedures, collective bargaining agreement, and safety practices.
- ◇ Attend work regularly at the designated place and time.

FLSA Status: Non-Exempt  
Date Established: August 14, 2015  
Date Revised: January 22, 2019

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

The County of Fayette is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.