

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be job successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ROADS MAINTENANCE TECH IV

Department: Office of the County Engineer
Pay Grade: 211
FLSA Status: Non-Exempt
Job Class: 7036
Risk Code: 5506

JOB SUMMARY

Responsible for performing skilled manual work in the operation of several types of heavy, medium, and light equipment involved in the maintenance and/or construction of County road facilities with a high degree of efficiency to ensure the safety and welfare of the general public.

ESSENTIAL JOB FUNCTIONS

- Operates various pieces of heavy, medium, and light equipment while performing maintenance and/or construction on County roads and rights-of-way.
- Maintains operational safety by setting up work zones, occasionally responsible for performing flagging duties to ensure the safety of workers, adhering to established policies and procedures.
- Uses various hand tools while performing maintenance and/or construction activities on County roads and rights-of-way.
- Assists Fleet Department and/or Mechanic with repairs as needed, including repairs/maintenance on the job site.
- Aids Florida Law Enforcement and Emergency Operations with County road related incidents and hazards.
- Collects roadside litter and other debris, clears ditches, rakes leaves, removes fallen tree limbs, and manually loads and unloads materials at job sites.
- Performs routine maintenance to equipment to include the cleaning of various small, light, medium, and heavy equipment to ensure safe, efficient, and continuous operation.
- Handles hazardous and non-hazardous materials required in the maintenance and/or construction of County roads and rights-of-way.
- Completes all required paperwork to include work reports, equipment and vehicle checklists, and timesheets.
- Responds to emergencies and works on-call.
- May be required to perform minor survey activities as needed to support drainage crew activities.

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position may perform as a lead worker for a group of employees. Routinely review the work product of others; provide direction, guidance, advice, and assistance to others on the work assignments and ensure work assignment(s) is/are completed(d) as instructed, contacting supervisor for any questions or further direction.

QUALIFICATIONS

Requirements	MAINTENANCE TECH II	
Education	HS Diploma / GED	
Driver's License	Possession of valid, State of Florida driver's license to operate a motor vehicle at the time of hire. Class A with tanker endorsement within 9 months of hire	
Licensing	Temporary Traffic Control (TTC) Intermediate, CPR within twelve (12) months	
Equipment Certifications (within 18 months of hire)	*All requirements of Maintenance Tech II	Bull Dozer
	Motor Grader	Bucket Truck
	Tractor Trailer Transport and trailer	Distributor Truck
	Paver	Road Widener
	Skid Steer attachment Cold Planer	Trackhoe
	Gradall	Water Tanker
Experience	4 years or combination of education and experience	
Pay Grade	211	

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Due to equipment capacity and safety limitations, an individual cannot exceed three-hundred (300) pounds in this position. The requirements are representative of the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to understand and follow oral and written instructions.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees of our organization.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to use grading instruments to determine relative elevation and grade changes
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise sound judgment in the selection of procedures, methods, tools, or materials, and equipment to own work to accomplish tasks.
- Knowledge of the principles and practices of road construction.
- Knowledge of operation, methods, materials, tools, and standard practices of small, light, medium, and heavy equipment.
- Knowledge of all County regulations pertaining to the operation of equipment.
- Ability to understand and follow oral and written instructions.
- Ability to safely operate assigned equipment in a safe manner.
- Ability to identify invasive and undesirable vegetation along highway and rights-of-way.
- Ability to learn to operate trucks and light automotive equipment on a trainee basis.
- Ability to cross-train for other positions within the department.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to sit, stand, walk, climb or balance; and will frequently be required to and to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk and hear.

WORK ENVIRONMENT

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals, risk of electrical shock, vibrations, high and precarious places, and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*