

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	County Engineer	Unit:	Engineering
Name:		Position Title:	
Class Title:	Maintenance Worker I	Class Number:	
Dept./Div.:	County Engineer	Civil Service Status:	Classified
Reports To:	Road Superintendent	Employment Status:	Full-time
Pay:	Annual per County Engineer	FLSA Status:	Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. Completion of secondary education plus experience in semi-skilled maintenance and road repair or equivalent; has the ability to perform physical labor. Must be able to obtain a valid Ohio Class A Commercial Driver's License.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with acceptable driving record and able to obtain an Ohio CDL and maintain insurability under the County's insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Large trucks, mowers, snow plow, power tools, light-medium equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

The employee is exposed to, must negotiate, use or work with, or be in the vicinity of, construction equipment, general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and general public, including emotionally distraught individuals; will travel to and gain access to work site

Periodic - Exposure to hazardous chemicals, severe weather, dust, electrical hazards.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

SANDUSKY COUNTY

CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

Agency:	County Engineer	Unit:	Engineering
Name:		Position Title:	
Class Title:	Maintenance Worker I	Class Number:	
Supervisor's Title:	Road Superintendent	Number:	

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

40% (1) Performs manual and semiskilled labor duties: assists with maintenance, construction and/or repair of highways; (e.g., applies stone, tar, gravel and asphalt to road surfaces; replaces, erects and installs guardrail and fences; cuts brush, grass and trees; shovels backfill; removes trash and refuse; constructs, repairs and maintains catch basins, culverts and bridges; builds headwalls and piling; removes and installs new bridge decks, flooring, support rails; paint bridges, guardrails, building and equipment with power sprayer or brush; prepares metal and wood for painting, etc.)

(1) **Knowledge of:** (a); (b)
Skill in: (c); (e)
Ability to: (g); (h); (i)

40% (2) Operates various equipment used in highway and bridge maintenance, repair and construction projects (front end loader, distributor, power saw, chain saw, jackhammer, etc.); to perform rough grade level work on an intermittent basis (e.g., rolls blacktop, dig ditches and trenches, load trucks, cut trees, cement and stone, dig up roadways, etc..) hauls equipment and material to and from project sites; plows snow and spreads road de-icing material; use two-way radio to communicate the quantity and type of material delivered at project site; record/track material

(2) **Knowledge of:** (a); (b);
Skill in: (c); (d); (e)
Ability to: (g); (h); (i); (j); (k)

10% (3) Performs janitorial work and upkeep of the county roads (plowing snow, mowing grass, potholes, and other various repairs)

(3) **Knowledge of:** (a); (b)
Skill in: (c); (d); (e)
Ability to: (h); (i)

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10% (4) Performs general maintenance and minor repair on equipment operated (e.g. checks and replaces fluid, lubricates moving parts, changes oil and tightens belts); assist mechanics with equipment repairs

(4) **Knowledge of:** (a)
 Skill in: (c); (e); (f)
 Ability to: (h); (i)

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required; required to perform job duties in a reasonable, productive, efficient, and economical method.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: (a) safety practices and procedures; (b) construction techniques

Skill in: (c) hand held power tools; (d) operating large sized trucks; (e) operation of light to medium equipment; (f) automotive and equipment maintenance and repair

Ability to: (g) understand highway and bridge construction procedures; (h) cooperate with co-workers on group projects; (i) demonstrate physical strength; (j) read and copy figures accurately; (k) complete routine forms