

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, 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.

HIGHWAY MAINTENANCE TECHNICIAN

Department: Office of the County Engineer
Pay Grade: 202
FLSA Status: Non-Exempt
Job Class: 8031
Risk Code: 5509

JOB SUMMARY

Responsible for performing manual work involved in the maintenance and/or construction of County roads and rights-of-way.

ESSENTIAL JOB FUNCTIONS

- Performs manual labor tasks in support of maintenance and/or construction on County roads and rights-of-way.
- Routinely uses various hand tools in the performance of assigned tasks.
- Operates various pieces of small equipment in the performance of assigned tasks.
- Performs routine light maintenance to include cleaning of various small equipment and vehicles to ensure safe, efficient, and continuous operation.
- Aids Florida Law Enforcement and Emergency Operations with County road related incidents and hazards.
- Handles hazardous and non-hazardous materials required in the maintenance and/or construction of County roads and rights-of-way.
- Assists in the set-up of work zones
- Routinely responsible for performing flagging duties to ensure the safety of workers.
- Completes all required paperwork to include work reports, equipment and vehicle checklists, and timesheets.
- Responds to emergencies and works on-call.
- 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. May review the work product of others; provide direction, guidance, advice, and assistance to others on work assignments and ensure work assignment(s) is/are complete(d) as instructed, contacting supervisor for any questions or further direction.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and six months of work experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

Must earn Temporary Traffic Control (TTC) Flagging, National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR within twelve (12) months of hire.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to use tools to measure distances between objects
- 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 exercise some judgment regarding use of equipment, tools, or materials.

- Knowledge of the principles and practices of road construction.
- Knowledge of simple tools utilized in maintenance.
- Ability to understand and follow oral and written instructions.
- 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 heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 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.