

**Clay County**  
**Employer's Job Description**  
**(Updated 2019)**

**Name:** \_\_\_\_\_ **Department:** Secondary Roads  
**Position Title:** General Maintenance Worker **Pay Grade:** TBD  
**Status:** Hourly / Non-exempt **Reports To:** Road Crew Foreman/Construction Foreman

---

**Primary Purpose of Position**

The primary purpose of this position is responsible for the skilled operation and service of equipment as necessary in the maintenance and construction activities. Perform manual labor and operate a variety light equipment and other duties as required or directed.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Road Crew Foreman or Construction Foreman.**

- Minor equipment repairs and operation of equipment such as dozers, tractor/scrapers, wheel loaders, excavators, backhoes, rollers, dump trucks, tractor-trailers, tractor/mower, auger truck, dragline
- Servicing equipment including checking all fluid levels, changing all fluids and filters, lubrication of all fittings, checking wheels and tire pressure, other general service work as needed
- Maintenance and cleanup of work areas
- Must have and maintain an insurable driving record with the county insurance carrier
- Willing to work extra hours and Saturdays, Sundays, and holidays when needed
- Maintenance of culverts, bridges, roads (From Right-of-Way to Right-of-Way) and other maintenance of construction work required by the County
- Snow and ice control from roadways both plowing snow and spreading of chemicals and abrasive materials
- Brush cutting, weed spraying, mowing, painting, and manual labor of all kinds
- Traffic control signing including the making of signs and placement of
- Tile Crew – Tile and intake construction, repairs and all related work
- Work occasional irregular hours subject to call 24 hours/day
- Other duties or labor tasks as assigned or directed

**Essential Knowledge and Abilities**

- Ability to operate secondary roads equipment in a safe manner according to traffic laws & regulations
- Analyze equipment failures and determine best course of action to repair equipment
- Maintain equipment records, time sheets, and other records
- Understand and follow oral and written instructions; able to demonstrate comprehensive reading skills
- Good knowledge of traffic and safety rules and accident prevention practices; dependable

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED certification. Previous experience heavy equipment service and operations experience is desired. Must have or obtain within sixty (60) days of employment a valid Type-A commercial driver's license (CDL) with air brakes and semi-trailer combination endorsement and provide proof of insurance.

## Physical and Mental Abilities Required to Perform Essential Job Functions

### Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, compare, count, differentiate, measure and sort information.

Ability to understand, comprehend, and follow oral and written instructions.

Ability to maintain an effective relationship and communicate effectively with employees, supervisor, County residents and the general public.

### Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment involving a variety of pre-defined duties subject to frequent change.

### Physical Requirements

Ability to operate equipment and machinery safely with some operations requiring complex and rapid adjustments and including safe operations around construction workers and the public.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required for road maintenance equipment and tool use.

Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, pushing, pulling, and carry up to 60—120 lbs.

### Environmental Conditions

Ability to work under moderately unsafe and uncomfortable conditions outside where exposure to environmental factors such as hot, cold, wet, hot, toxic agents, noise, vibrations, wetness, machinery and/or dust may cause discomfort and where there is a risk of injury.

### Compliance

Compliance with the employee handbook, county policies, department work rules, supervisor directives, and are required.

---

Clay County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

---

### Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

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

\_\_\_\_\_  
Engineer or Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date