

## **MAINTENANCE WORKER 1 JOB DESCRIPTION**

### **GENERAL DESCRIPTION**

Under supervision, an employee of this classification performs semi-skilled, skilled, and manual labor including operation of dump trucks, semi-tractor trailers, and some construction equipment.

### **CLASS AND GRADE**

The Maintenance Worker 1 position is an entry level, laborer / truck driver, position. The employee generally starts at 90% of the full classification wage rate with a 5% raise at the completion of a six-month probationary period and progresses at 5% every six months until the employee reaches full salary after 1 year. This is a full-time position only, and compensation is defined by union agreement.

### **DISTINGUISHING CHARACTERISTICS OF GRADE**

A Maintenance Worker 1 employee acts as part of a crew of two or more employees to conduct county road maintenance including removal and replacement of culverts, hauling road rock, building and repairing bridges and culverts, installing and replacing signs, cutting brush, plowing snow and applying deicing and/or abrasive materials to roads in winter time conditions. Duties are similar to higher maintenance employee classifications, with the exception that the individual works under closer supervision and has a lesser degree of personal responsibility for determining the individual's own work activities. Employees of this classification generally operate construction equipment such as road graders, end loaders, bulldozers, and excavators in a temporary or training capacity, rather than having the operation of such equipment as the regular duty of the employee.

### **ESSENTIAL JOB FUNCTIONS**

Cedar County's Secondary Road Department is made up of several crews which have employees of all three classifications working within them. An employee's assignment will vary daily based on the time and season of the year and the crew to which the individual is assigned. Two Maintenance Worker 1 employees may do entirely different duties on the same day but be of the same pay grade and the work will have the same general characteristics described in the essential functions described below. Breakouts of time spent in a given function or percentages of time spent working within a given job area are difficult due to the dictates of county work and weather. Employees of this classification may also be required to perform work of a higher level of classification in a training capacity or a temporary reassignment due to the absence of another employee.

The following functions are considered essential to the performance of the job of Maintenance Worker 1:

1. Commercial Driver's License: Employee shall have and maintain an Iowa Class A Commercial Driver's License as a part of the individual's duties and as a requirement of his or her employment. The employee must maintain this license as it is a requirement for the majority of all functions performed by a Cedar County Secondary Road Employee.
2. Driving: The employee must be able to drive a stick / straight shift vehicle with or without four-wheel drive and other mechanical devices in a safe and efficient manner. The vehicle will be equipped with snow removal equipment as is seasonally required and the employee must be familiar with the operation of this equipment and be able to perform snow removal in a safe manner. The employee must be able to operate hydraulic controls to dump or spread rock and other materials hauled by the truck. Driving duties constitute a major portion of the employee's duties.
3. Ability to use assorted hand tools: Employee must be able to use assorted hand tools including, but not limited to shovels, posthole diggers, hammers, wrenches, chain saws, jacks, and other power and hand tools used in the performance of work or be able to accomplish work with reasonable accommodation. Duties include cutting brush, hand digging around culverts, field tile, utility lines, signposts, etc. Also uses hand tools for patching potholes and road surfaces, replacing bridge plank, etc.
4. Requisition of tools and materials: The employee must be able to place tools, equipment, signs, signposts, culverts, plank, and other equipment and materials in proper storage areas and/or obtain these items as needed to conduct assigned tasks. Employees must be able to obtain necessary tools and materials needed for them to perform their work. Tools will be obtained at the county shop, taken out to the job and used in the course of their work, and returned to their proper location at the shop. Employees may also be required to obtain tools and materials for delivery to, and installation or use at, a worksite. These materials may include culverts, wood plank, sheet piling, and other materials that may require hand work to load and install on the job.
5. Ability to work in temperature extremes: Employees must be able to work and operate equipment in all seasons and climatic conditions. Employees will be required to work in all conditions from hot, humid summer days to cold winter days with severe wind chill factors. Many County operations, including emergency operations, occur during adverse weather and the employee must be able to tolerate and work in less than desirable conditions.
6. Use and apply ready-to-use chemicals and herbicides: Employees in the course of brush cutting or crack sealing operations will be required to apply chemicals and herbicides to retard or prevent growth of new vegetation.
7. Ability to climb stairs, ladders, scaffolding, equipment access ladders, and steep banks: Employees will be working in excavations, ditches, and repairing signs that will require the employee to have the ability to climb steep slopes and/or ladders. Employee will have to be able to demonstrate the ability to enter and exit the truck or other piece of equipment assigned to the individual as this is a requirement of the job. The employee

must be able to enter and exit the vehicle unassisted by other employees either with or without reasonable accommodation.

8. Ability to pull, push, lift, and/or carry, loads of up to 100 pounds unassisted: Employees must, on occasion, install tire chains, unassisted, if road conditions change during snow removal operations. Duties also require, depending upon crew assignment, carrying of other types of loads and tools necessary to complete the employees' tasks.

9. Ability to act as a flagger for traffic control.

NOTE: Management has the right to add or change duties at any time.

The duties listed above and below are not inclusive of all tasks that employees of this classification may be required to perform.

### **MARGINAL JOB FUNCTIONS**

Maintenance Worker 1 employees may be assigned one or more of the following tasks on an as needed basis:

10. Servicing of equipment: Maintenance employees are expected to service or assist in servicing their own equipment including hand and mechanical tools and vehicles operated by the employee. Equipment servicing includes, but is not limited to oil changes and lubrication, replacement of hydraulic fluids or hoses or other parts of truck and construction equipment mechanical systems, replacing tires, cleaning and washing of vehicles and snow equipment, installation of new handles on hand tools, sharpening replacing chains on chain saws.

11. Shop or yard cleanup: Maintenance employees may be required to work on cleanup and maintenance of shop buildings and facilities including painting of buildings and fixtures, cleanout of storm sewer manholes, cleanout of floor drains and traps, mowing lawn areas and trimming around fixtures, minor carpentry work, and other duties as assigned.

12. Use of Welders and Cutting Torches: Maintenance employees should have a basic knowledge of and skill in the use of welding and cutting tools and equipment used in the maintenance of equipment and the repair of bridges and culverts. Certification as a state certified welder is desirable, but not required.

13. Operation of Tractors and Construction Equipment: Employees in this classification should have the ability to operate construction equipment including, but not limited to bulldozers, end loaders, excavators, motor graders, and cranes. Employees may also operate tractors equipped with flail, sickle, or rotary mowers to cut grass, trees, and brush in ditches and other areas of county maintained right of way.

14. Other duties as assigned by supervisory personnel.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the knowledge, skills, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

1. Ability to read English language sufficiently to be able to read information contained in work orders, material safety data sheets, written directions, equipment operation manuals, and maps to be able to understand and accurately perform tasks assigned to the employee.
2. Sufficient English language writing skills to complete assorted paperwork such as completing work orders, filling out time sheets, and participating in county safety training testing programs.
3. Basic mathematical skills including addition and subtraction, necessary to count and sort supplies, add rock tickets, complete time sheets, etc.
4. Basic mechanical aptitude for work with hand tools and minor equipment service.
5. Ability to grasp, lift, and/or carry, items weighing up to of 100 pounds (up to 200 lb. assisted by another employee).
6. Ability to perform work in confined spaces including manholes, culverts, and other areas with space restrictions.
7. Ability to perform tasks requiring bending, stooping, kneeling, and walking significant distances to reach work sites that cannot be driven to directly.
8. Ability to stand, walk, and/or sit and continuously perform essential job functions for a 10-hour shift, with two fifteen-minute breaks and a one half-hour meal break. Employee should be aware that overtime work in excess of 10 hours may be required.
9. Ability to learn and perform all essential job functions accurately and safely with minimal direct supervision within 6 months of the beginning of employment with Cedar County.
10. Visual ability, corrected, to observe and detect dangerous obstacles, other vehicles, and pedestrians while driving county vehicles and read written standard forms and work orders.
11. Adequate eye, hand, and foot coordination to safely perform the essential functions of this job classification.

12. Ability to maintain a State Class A Commercial Driver's License.
13. Ability to perform duties within extreme temperature ranges.
14. Ability to understand and follow complex verbal and written instructions written or spoken in English.
15. Ability to communicate adequately with members of the general public. Public relations are a major part of the county employee's day to day function. As a representative of Cedar County an employee must present the ability to speak and respectfully deal with County residents.

### **SUPERVISION REQUIREMENTS**

Employees of this classification have no responsibilities for supervision of other employees.

### **QUALIFICATION STANDARDS**

1. Completion of any combination of education and experience equivalent to graduation from high school or any other combination of education, training, or experience that provides the required knowledge, skills, and abilities. High school diploma preferred.
2. Valid state driver's license & CDL Required.

## **MAINTENANCE WORKER 2 JOB DESCRIPTION**

### **GENERAL DESCRIPTION**

Under direction, an employee of this classification performs semi-skilled, skilled, and manual labor including operation of dump trucks, semi-tractor trailers, and any County construction equipment.

### ***CLASS AND GRADE***

The Maintenance Worker 2 position is a mid-level, skilled equipment operator/truck driver position. The new employees starting at this level generally start at 90% of the full classification wage rate with a 5% raise at the completion of a six-month probationary period and progresses at 5% every six months until the employee reaches full salary after 1 year. Existing employees promoted to this position start at whatever pay level they were at prior to promotion. This is a full-time position only, and compensation is defined by union agreement.

### ***DISTINGUISHING CHARACTERISTICS OF GRADE***

A Maintenance Worker 2 employee acts either singly or as part of a crew of two or more employees to conduct county road maintenance including removal and replacement of culverts, hauling road rock, building and repairing bridges and culverts, installing and replacing signs, cutting brush, operating construction equipment, and plowing snow and applying deicing and/or abrasive materials to roads in wintertime conditions. The employee is expected to work with little direct supervision. Employees of this classification are under greater responsibility for directing their own daily activities. Senior Maintenance Worker 2 employees may act as Crew Leaders in a Crew Leader's absence. Employees of this classification operate heavy construction equipment as a normal part of their job duties. This equipment may include road graders, end loaders, bulldozers, and excavators as appropriate for each employee's crew assignment. The employee will be expected to have the aptitude to learn to run other types of heavy equipment with training. Maintenance Worker 2 employees may work as sign crew operators, patrol operators, dragline or excavator operators, and dozer/scrapper operators.

### ***ESSENTIAL JOB FUNCTIONS***

Cedar County's Secondary Road Department is made up of several crews which have employees of all three classifications working within them. An employee's assignment will vary daily based on the time and season of the year and the crew to which the individual is

assigned. Two Maintenance Worker 2 employees may do entirely different duties on the same day but be of the same pay grade. The work for all employees of this classification will have the same general characteristics described in the essential job functions section included below. Breakouts of time spent in a given function or percentages of time spent working within a given job area are difficult due to the dictates of county work and weather. Employees of this classification may also be required to perform work of a higher level of classification in a temporary reassignment due to the absence of another employee.

The following functions are considered essential to the performance of the job of Maintenance Worker 2:

1. Commercial Driver's License: Employee shall have and maintain an Iowa class A commercial driver's license as a part of the individual's duties and as a requirement of his or her employment. The employee must maintain this license as it is a requirement for the majority of all functions performed by a Cedar County Secondary Road Employee.
2. Driving: The employee must be able to drive a stick/straight shift vehicle with or without four-wheel drive and other mechanical devices in a safe and efficient manner. The vehicle may be equipped with snow removal equipment as is seasonally required and the employee must be familiar with the operation of this equipment and be able to perform snow removal in a safe manner. The employee must be able to operate hydraulic controls to dump or spread rock and other materials hauled by the truck. Driving duties constitute a major portion of the employee's duties.
3. Operation of Tractors and Construction Equipment: Employees in this classification should have the ability to operate construction equipment including, but not limited to bulldozers, end loaders, excavators, motor graders, and cranes. Employees may also operate tractors equipped with flail, sickle, or rotary mowers to cut grass, trees, and brush in ditches and other areas of County maintained right of way.
4. Ability to use assorted hand tools: Employee must be able to use assorted hand tools including, but not limited to shovels, posthole diggers, hammers, wrenches, chain saws, jacks, and other power and hand tools used in the performance of work or be able to accomplish work with reasonable accommodation. Duties include cutting brush, hand digging around culverts, field tile, utility lines, signposts, etc. Employee also uses hand tools for patching potholes and road surfaces, replacing bridge plank, etc.
5. Requisition of tools and materials: The employee must be able to place tools, equipment, signs, signposts, culverts, plank, and other equipment and materials in proper storage areas and/or obtain these items as needed to conduct assigned tasks. Employees must be able to obtain necessary tools and materials needed for them to perform their work. Tools will be obtained at the county shop, taken out to the job and used in the course of their work, and returned to their proper location at the shop. Employees may also be required to obtain tools and materials for delivery to, and installation or use at, a worksite. These materials may include culverts, wood plank, sheet piling, and other materials that may require hand work to load and install on the job.

6. Ability to work in temperature extremes: Employees must be able to work and operate equipment in all seasons and climatic conditions. Employees will be required to work in all conditions from hot, humid summer days to cold winter days with severe wind chill factors. Many County operations, including emergency operations, occur during adverse weather and the employee must be able to tolerate and work in less than desirable conditions.

7. Use and apply ready-to-use chemicals and herbicides: Employees in the course of brush cutting or crack sealing operations will be required to apply chemicals and herbicides to retard or prevent regrowth of vegetation.

8. Ability to climb stairs, ladders, scaffolding, equipment access ladders, and steep banks: Employees will be working in excavations, ditches, and repairing signs that will require the employee to have the ability to climb steep slopes and/or ladders. Employee will have to be able to demonstrate the ability to enter and exit the truck or other piece of equipment assigned to the individual as this is a requirement of the job. The employee must be able to enter and exit the vehicle unassisted by other employees either with or without reasonable accommodation.

9. Ability to pull, push, lift, manipulate and/or carry loads of up to 100 pounds unassisted: Employees must on occasion install tire chains unassisted if road conditions change during snow removal operations. Duties also require, depending upon crew assignment, carrying of other types of loads and tools necessary to complete the employees' tasks.

10. Ability to act as a flagger for traffic control.

NOTE: Management has the right to add or change duties at any time.

The duties listed above and below are not inclusive of all tasks that employees of this classification may be required to perform.

### ***MARGINAL JOB FUNCTIONS***

Maintenance Worker 2 employees may be assigned one or more of the following tasks on an as needed basis:

11. Servicing of equipment: Maintenance employees are expected to service or assist in servicing their own equipment, including hand and mechanical tools and vehicles operated by the employee. Equipment servicing includes, but is not limited to, oil changes and lubrication, replacement of hydraulic fluids or hoses or other parts of truck and construction equipment mechanical systems, replacing tires, cleaning and washing of vehicles and snow equipment, installation of new handles on hand tools, sharpening or replacing chains on chain saws.



12. Shop or yard cleanup: Maintenance employees may be required to work on cleanup and maintenance of shop buildings and facilities including painting of buildings and fixtures, cleaning of storm sewer manholes, cleaning of floor drains and traps, mowing lawn areas and trimming around fixtures, minor carpentry work, and other duties as assigned.
13. Use of Welders and Cutting Torches: Maintenance employees should have a basic knowledge of and skill in the use of welding and cutting tools and equipment used in the maintenance of equipment and the repair of bridges and culverts. Certification as a state certified welder is desirable, but not required.
14. Other duties as assigned by supervisory personnel.

### *REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES*

Individuals must possess the knowledge, skills, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

1. Ability to read English language sufficiently to be able to read information contained in work orders, material safety data sheets, written directions, equipment operation manuals, and maps to be able to understand and accurately perform tasks assigned to the employee.
2. Sufficient English language writing skills to complete assorted paperwork such as completing work orders, filling out time sheets, and participating in County safety training testing programs.
3. Basic mathematical skills including addition and subtraction, necessary to count and sort supplies, add rock tickets, complete time sheets, etc.
4. Basic mechanical aptitude for work with hand tools and minor equipment service.
5. Ability to grasp, lift, manipulate, and/or carry, items weighing up to 100 pounds (up to 200 lb. assisted by another employee).
6. Ability to perform work in confined spaces including manholes, culverts, and other areas with space restrictions.
7. Ability to perform tasks requiring bending, stooping, kneeling, and walking significant distances to reach work sites that cannot be driven to directly.

8. Ability to stand, walk, and/or sit and continuously perform essential job functions for a 10-hour shift, with two fifteen-minute breaks and a one half-hour meal break. Employee should be aware that overtime work in excess of 10 hours may be required.
9. Ability to learn and perform all essential job functions accurately and safely with minimal direct supervision within 6 months of the beginning of employment with Cedar County.
10. Ability and aptitude to learn to operate newly assigned construction equipment with appropriate training. The employee will be expected to satisfactorily operate the assigned construction equipment within 60 days of promotion or reassignment.
11. Visual ability, corrected, to observe and detect dangerous obstacles, other vehicles, and pedestrians while driving county vehicles and read written standard forms and work orders.
12. Adequate eye, hand, and foot coordination to safely perform the essential functions of this job classification.
13. Ability to maintain a State Class A Commercial Driver's License.
14. Ability to perform duties within extreme temperature ranges.
15. Ability to understand and follow complex verbal and written instructions written or spoken in English.
16. Ability to organize the employee's own daily activities under the general direction of supervisory personnel. Employee should possess a high level of personal responsibility for completing assigned duties with little supervision or intervention by supervisors.
17. Ability to perform all duties of employees of lower classifications.
18. Ability to communicate adequately with members of the general public. Public relations are a major part of the county employee's day to day function. As a representative of Cedar County an employee must present the ability to speak and respectfully deal with county residents.

### ***SUPERVISION REQUIREMENTS***

Employees of this classification may have responsibilities for supervision of other employees of equal or lower classification depending upon job assignment.

### ***QUALIFICATION STANDARDS***

1. Completion of any combination of education and experience equivalent to graduation from high school or any other combination of education, training, or experience that provides the required knowledge, skills, and abilities. High school diploma preferred.
2. Valid state driver's license & CDL required.