

TOOELE COUNTY
Job Description

TITLE:	<u>Road Operation Specialist I</u>	JOB CODE:	<u>815</u>
DIVISION:	<u>Transportation</u>	EFF. DATE:	<u>2/27/18 (Last: 11/17)</u>
DEPARTMENT:	<u>Road</u>	GRADE:	<u>17</u>
EEO CLASS:	<u>Service & Maintenance</u>	FLSA:	<u>Non-Exempt</u>
WORKERS COMP.:	<u>Streets</u>	CDL:	<u>Yes</u>

GENERAL PURPOSE

Performs semi-skilled heavy-duty truck driving duties to haul or tow a variety of materials, equipment, tools and will be engaged in the construction, maintenance and repair of roads and parks. Safety is number one priority.

SUPERVISION RECEIVED

Works under the close supervision of the Roads Director and/or direct supervisor as assigned.

EXAMPLE OF DUTIES

Drives ten-wheel tandem axle trucks and trailers, to haul asphalt, gravel, sand or similar materials.

Operates semi-tractor or ten-wheel dump truck to pull low-boy or tilt deck-trailer to transport heavy equipment such as loader, backhoe, grader or dozer from one job to another.

Performs operational maintenance on vehicles operated; checks fuel and oil levels, tire pressure, water level, anti-freeze and similar requirements; services equipment as necessary and assures lubrication is performed on a routine basis; assists mechanics with repairs on vehicles by performing minor mechanical adjustments.

Performs weather related flood control work and snow removal duties.

Assist maintenance workers and other truck drivers in the performance of their duties as assigned.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from high school or GED equivalent; and,
AND
- B. One (1) year of experience operating heavy equipment.
AND
- C. Must possess a Commercial Drivers License (CDL) Class A with a Trailer, Tanker, and Air-brake endorsement at time of hire or within six months. Must become a Registered ATSSA Flagger within six (6) months.

Required Knowledge, Skills, and Abilities:

Working knowledge of road construction practices and techniques; working knowledge of safe driving practices and problems; some knowledge of mechanics; working knowledge of road conditions and their effect on driving practices; working knowledge of laws pertaining to the operation of heavy vehicles. Working knowledge of applied safety practices to all duties.

Skills in operating a variety of heavy-duty trucks; skills in controlling and handling trucks with heavy loads under a variety of road and traffic conditions; skill in using various hand tools.

Ability to recognize changing road conditions; ability to establish and maintain effective working relationships with fellow employees; ability to follow written and oral instructions and relay instructions to others; ability to control vehicles under all circumstances; ability to perform strenuous labor.

Work Environment:

The work environment characteristics described here represents what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The candidate will perform ninety percent (90%) of the work out of doors and at various job sites. The work environment is exposure to all outdoor weather conditions. The candidate must have the ability to work in extreme weather conditions including heat, cold, dust, rain, sleet, snow, hazardous storms and odor. The candidate frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions conform to the usual indoor office environment.

The employee is frequently required to hear, sit, stand, walk, use hands, reach with hands and arms, climb or balance, stoop or kneel. The employee must have the ability to perform heavy labor for extensive periods of time, ability to stand and walk for long periods of time; and perform movement involving muscle strain including lifting, walking, standing, stooping, reaching, hearing and seeing as described in the job duties above. Must be able to lift 50-75 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces or at heights above ground. Common eye, hand, leg and foot dexterity are required for work mobility and difficult driving conditions.

The candidate must have the ability to work in extreme weather conditions including heat, cold, dust, rain, snow, and sleet. there may be exposure to wet/humid conditions, noise elevation, and high levels of dust, grime and dirt. The noise level is usually loud. Dust level is usually high. Odors are often pungent.

OTHER QUALIFICATIONS

Achieve a competent or higher rating overall in each performance evaluation which measures the following:

- ⑦ thoroughness, planning and organization, neatness and accuracy.
- ⑦ learning and knowing all phases of the job; recognizing and solving routine problems; knowing the office

- ☐ policies, systems and services.
- ☐ compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work.
- ☐ being able to perform new duties, adjust to new situations, and control of self under pressure.
- ☐ being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility.
- ☐ making decisions; studying and considering all facts; using common sense.
- ☐ cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means.
- ☐ being friendly, helpful and showing self-control.
- ☐ being punctual in attendance.
- ☐ being professional in dress and manner; showing good housekeeping of the general work area.

Approved:

Dated this _____ day of _____, 2018.

Department Director

Human Resources Director

Commissioner

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a current description of the expected duties and responsibilities of my job with Tooele County Road Department.

Employee's Signature

Date