

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: FEBRUARY 14, 2013
REVISED: FEBRUARY 20, 2013
CLOSING DATE: FEBRUARY 27, 2013

DEPARTMENT: Public Works Consolidated Roads **POSITION:** Road Maintenance/Equipment Operator Lead

OPEN TO CURRENT GILA COUNTY EMPLOYEES ONLY

LOCATION: Globe **JOB CODE:** 13-014

FILL OUT THE CDL/DRIVER'S EMPLOYMENT APPLICATION

ANNUAL SALARY: \$33,716.80-\$41,080.00 DOE

NATURE OF WORK

Performs a variety of semiskilled maintenance and minor construction work on County highways, roads, secondary roads, auxiliary structures, and rights-of-way and operates heavy road construction and maintenance equipment in accordance with all safety regulations and procedures.

DUTIES AND RESPONSIBILITIES:

- Oversees and schedules assigned road construction/maintenance operations and activities; supervises and trains assigned personnel; provides instructions and monitors work; coordinates employee time reporting and leave requests; assesses the performance of assigned personnel; ensures compliance with departmental policies, procedures and safety regulations.
- Reads and interprets roadway construction plans and drawings; determines material quantities, labor requirements and project costs as required.
- Conducts periodic surveys of roads to determine maintenance and repair needs.
- Maintains daily log on employee work activity and work completed.
- Responds to inquiries and issues from the public, utility companies and vendors; investigates and resolves issues accordingly.
- Performs road construction duties in relation to excavation, sub-grading, blue-topping, chip sealing, and paving; maintains established roads including grading, center lining and grading slopes.
- Operates heavy construction and maintenance equipment including bulldozers, motor graders, backhoes, scrapers, front end loaders, and chip sealers, in accordance with all safety regulations and procedures.
- Maintains secondary roads and shoulders; grades, waters and rolls gravel, and transports materials to work site; sweeps and cleans roads as necessary; maintains bridges, storm drains and culverts.
- Performs manual labor including cutting grade; removing brush and trees, and cleaning culverts; repairs surface failures, utility cuts, and potholes, and seals cracks in pavement.
- Drives trucks including semi, 10-wheeler and water trucks to transport materials to jobsites and transporting equipment.
- Serves as Lead to other workers in absence of Supervisor; supervises activities of work crew; ensures compliance with safety procedures; may train other crew members on construction and maintenance equipment and methods.
- Conducts traffic control duties including developing traffic plans, setting up and inspecting signage, and serving as Flagger.
- Inspects, cleans and performs routine maintenance work on vehicles, trucks and heavy equipment; identifies and reports mechanical problems requiring additional repair; conducts minor repairs as required.
- May perform emergency road services in relation to snow removal, flood damage repair, rock slides and fires.

WORKING ENVIRONMENT:

Work is performed at construction sites, maintenance facilities and outside environments with exposure to inclement weather; may be exposed to frequent bending, kneeling and lifting; may be exposed to fumes and airborne particles, moving mechanical parts, toxic or caustic chemicals; the noise level in the work environment is usually loud. Employee may be called out to work off-shift in emergency situations.

Continue on back of page.....

DISTINGUISHING CHARACTERISTICS:

This is the Senior level in the Road Maintenance job family. As such, employees have developed their skills in order to perform full range of road construction and maintenance functions, can operate all types of heavy equipment; and may serve as Lead to other crew members.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and four (4) years road construction, repair and maintenance experience; or equivalent combination of education, training and experience. Valid Arizona Class A Commercial Driver's License. This position is subject to drug and alcohol testing according to Federal regulations and procedures.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Road construction and maintenance processes and methods; construction plans and drawings; road safety standards and regulations; equipment and vehicles used in road construction and maintenance; construction safety precautions and guidelines; traffic control plans and processes; methods for inspecting and maintaining construction equipment, vehicles and facilities.

Ability to: Perform moderately heavy manual labor; safely operate heavy road construction equipment and vehicles; conduct traffic control activities; provide emergency road services in relation to flooding, fires, rockslides and heavy snow; inspect and maintain construction equipment and vehicles; lead and train other personnel.

Skills in: Performing semiskilled road construction and maintenance activities and operating heavy equipment, machinery and vehicles.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.