

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: OCTOBER 13, 2014
CLOSING DATE: OCTOBER 24, 2014

DEPARTMENT: Public Works Consolidated Roads **POSITION:** Road Maintenance Worker

LOCATION: Globe

JOB CODE: 14-079

ANNUAL SALARY: \$21,543.00-\$28,544.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to operate hand tools, trim and remove trees in order to ensure road visibility and debris-free water drainage. Conducts various manual labor tasks relating to road maintenance and construction.

This position supervises inmates, performs manual labor and vegetation control.

SUPERVISORY RESPONSIBILITIES

Assigns work to inmates.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Flag and hauls construction maintenance materials, maintenance of roadways, patching roads.	10%
• Operate wood chipper, crack seal machine and training on powered hand tools.	10%
• Utilizes and operates hand tools to clear weeds, trim trees and remove brush to ensure road visibility and efficient water drainage.	10%
• Conducts various manual labor tasks including shoveling, breaking pavement and cleaning roadways.	10%
• Performs traffic control duties including placing signs, cones, barricades and flagging traffic.	10%
• Assists with road construction and maintenance activities including patching roadways and filling holes in roads, sealing cracks in pavement, chip sealing, and paving.	10%
• Operates pickup trucks, crack seal machines, jackhammers, compressors, concrete mixers, chain saws, weed eaters, and pressure washers used in the maintenance and construction of roads.	10%
• Provides assistance with Department of Corrections inmate work detail in relation to vegetation control as required.	10%
• Hauls construction and maintenance materials; unloads trucks.	10%
• May receive additional training on operating equipment used in construction and maintenance of roads.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits work logs and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts primarily internally with other employees at the same level. Minimal contact with customers or general public.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year)

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MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

One (1) year of directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

A valid Arizona Driver's License.

KNOWLEDGE REQUIRED

Customer and personal service, education, traffic control procedures; training.

SKILLS REQUIRED

Communicating diplomatically, customer service, delivering training, problem recognition, problem solving, equipment selection, time management, routine maintenance, multi-tasking.

ABILITIES REQUIRED

Memorize and recall, find directions and current locations, focus, follow orders, multi-task, speak clearly and sensibly.

PHYSICAL DEMANDS

- Routinely stands to perform public safety duties; regularly stands to attend to customers, to perform custodian work, to direct traffic and to attend to reported incidents.
- Regularly sits to complete report.
- May be required to lift work related materials, debris, plant matters, equipment, tools of over 75 lbs.
- Regularly requires dexterity for special gadgets and special machines.
- Incumbents in this position may be required to walk to and from work sites, bend, kneel and twist.

WORK ENVIRONMENT

Work is performed at construction sites and outside environments; may spend time in tight spaces to complete tasks.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to individuals with high level of emotional distress, physical danger, mechanical hazards, chemical hazards, electrical hazards, bloodborne pathogen, communicable diseases, fire hazards, extreme temperature, noise and vibration, wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department. Regularly requires industrial strength gloves; safety foot wear; hearing protection devices; eye protection devices and hard hat.

CONSEQUENCES OF ERROR

Potential errors can result in property damage, individual injury, or loss of life.

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.