

Job Description - Road Hand - County Commissioner's Office

Position Title: Road Hand - County Commissioner's Office
Job Family: Commissioner
Reports to: Commissioner
FLSA Type: Non-Exempt

General Summary:

Performs entry-level construction and maintenance work. Work involves the specialized operation of heavy and light equipment used for repair, maintenance, and construction programs. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Operate a variety of types of gasoline and diesel equipment, operate welding machine, and light and heavy equipment involved in construction and maintenance projects, such as graders, backhoes, front-end loaders, forklifts, dump trucks or related equipment.
- Prepares daily reports and logs related to quantities of materials used, types of equipment, work hours and project status.
- Performs routine and preventive vehicle and equipment maintenance and repair to ensure proper operating conditions.
- Performs general maintenance/manual labor as required.
- Performs traffic control set up on job sites to ensure safe working environment.
- Reports and/or repairs malfunction on light or heavy equipment.
- May work on the reconstruction or rehabilitation of streets, surface maintenance, traffic control, or drainage zones.
- May assist during emergency situations such as floods, severe weather, and accidents.
- May be required to read and interpret blueprints, drawings, and specifications for road or other construction.
- Performs other duties as assigned.

General Qualification Guidelines:

Experience and Education

Experience in maintenance and repair work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

- Knowledge of construction maintenance, repair, and operation of light and heavy equipment, including vehicles.
- Ability to maintain records of materials, supplies, time and work performed.
- Ability to work effectively with the public.
- **For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.**

March 2018

Registration, Certification or Licensure

- May be required to be licensed in a specialty area.
 - May require a valid Texas Driver's License and/or Commercial Driver's License
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Physical Demand Code

- 85% Time Spent on VH- Very Heavy
 - 10% Time Spent on H - Heavy
 - 05% Time Spent on M - Medium
 - C - Continual
 - 1.2.3.4.5.6.7.8.10.11.12.13.14.15.16.17.18.19.20
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PHYSICAL DEMAND (overall strength)

To use shovels working gravel, a shovel of gravel or rock 45lbs., raking and smoothing asphalt 30lbs., operate a jackhammer 80lbs., clean trucks and other equipment, to load asphalt with shovels 40lbs., walking on uneven terrain, asphalt, concrete, water, Mud and rocks

To drive from one location to another, to operate trucks, to make reports and order materials

Loading gravel 45lbs., loose asphalt 30lbs., sand oil 40lbs., jackhammer 80lbs., cement sacks 94lbs., chain saw 65lbs., axe 15lbs., picking up brush approximately 25 50 lbs., culverts over 100lbs., post hole diggers 18 - 22lbs., impact wrench 20lbs., large hammer for bridge repair 25 -30lbs.

Level asphalt 30lbs., pull and pushing a lawn mower, sweeping, mopping the facilities, using paint brush

To use a shovel, to pull a rake, have to reach and place fuel hoses in the tank after climbing up the side of the vehicle

PHYSICAL DEMAND CODE

Standing/Walking

Sitting

Lifting/Carrying

Pushing/Pulling

Reaching/Handling

To put asphalt in holes, to install culverts, to lift hand tools from the ground, lifting bags of cement	Bending/Twisting
Telephone, radio, memos, reference manuals tools	Handling
To write reports on work done, to order materials	Fine Dexterity\
To drive vehicles, to read orders and to complete paper work, nearly all phases of this job	Vision
Communicate with supervisors and the general public, to talk on the phone and the radio, and to receive calls	Hearing/Talking
To operate motor vehicles	Foot Controls
Climbing under bridges, down road banks to inspect bridges and culverts, first step into the dump truck 19" from the ground	Climbing

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED:

<u>PHYSICAL DEMAND</u>	<u>DESCRIPTION</u>	<u>JOB TITLE</u>
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Machines, Tools, Equipment, and Work Aides

Tractors, movers, dump trucks, torched, shovels, hand tools, chain saw, and mechanic tools.

Environmental Factors

Extreme heat in the summer, extreme cold in the winter, rain, sleet, snow, ice, dust from dirt roads.

Protective Equipment Required

Ear protectors, goggles, hard hat, rain gear, boots

Non-Physical Demands

None

SKILLS

Reading: Orders from supervisor, labels on material, manuals regarding maintenance on equipment, policies and procedures of the county.

Writing: Write monthly reports if necessary, request for materials, fuel reports, time reports on personnel.

Math: None

**CDL Preferred
Equipment Operator Preferred**

- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this Job

Reasoning: Analyze and evaluate the needs on county roads calls and establish priorities to take corrective action.

Supervisory: None

Managerial: None

Interpersonal: Ability to work courteously and professionally with the public on day to day maintenance work, to develop a good liaison between employee and commissioner.

NOTE: This job description covers the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.

Employee Acknowledgement

This confirms that I, _____ have received a copy of my job description with Van Zandt County and I recognize that job duties may be changed, amended or supplemented at any time, and that such changes will supersede this job description.

Employee Name:

Date:

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