

JOB DESCRIPTION

Position Title:

Maintenance Worker

Specific duty but not limited to: Heavy Equipment Operating on Road and Street Maintenance

General State of Duties

- A.** Maintain Bowman County Highway Department's Road, Bridge and Sign Systems. Maintain and repair (surfaced & unsurfaced) roads, structures, culverts, signs, and traffic control markings, to ensure safety and comfort for the traveling public. Safety consideration is very critical.
- B.** Assist in the daily maintenance of all lines of road equipment owned by Bowman County Highway Department. Safety consideration is very critical.

Examples of Duties:

- 1.** Employee will operate heavy equipment, such as loaders, tractor-trailer units, tandem trucks, packers, agricultural type tractors, road mowing equipment, water pumps, pneumatic hammers, resurfacing equipment, motorgrader.
- 2.** Employee will operate hand tools and do manual labor when needed.
- 3.** Employee will maintain a clean work place.
- 4.** Safety consideration on the job site and in the shop is very critical.
- 5.** Project examples are; pavement repair, pothole patching, cracksealing, overlaying, scotch patching, sign inventory & repair, road & street blading, road reshaping, road construction, culvert repair or replace, hauling of aggregate material, plow snow and drive on ice covered roads, or any project, or duty, requested by the Road Foreman or the Highway Superintendent.
- 6.** Other duties assigned by the Road Foreman or Highway Superintendent.

Qualifications for Appointment

Required Knowledge, Skills, and Abilities:

- A.** Must be able to sit for long period of time while operating motorized equipment.
- B.** Must be able to stoop, lift heavy tools, do heavy manual labor, and operate power tools.

- C. Must be able to work **alone**, with **co-workers**, or with contractors on projects for long periods of time.
- D. Employee is subject to “call to work” 24/7 in emergency situations.
- E. Must be capable of accurate record keeping with regard to supplies, equipment repairs, and entering information on time cards daily.
- F. Must also have ability to follow oral and written instructions and work out doors in all types of weather conditions.
- G. Knowledge of the procedures and techniques used in highway and road maintenance, and the safe operation and precautions to be taken in operating and repairing heavy equipment.
- H. Must be knowledgeable regarding state and local laws.
- I. Must have ability to perform work duties necessary.

Education:

High School or GED

Experience:

Two years of heavy equipment operation and/or highway and road maintenance a plus.

Miscellaneous:

1. Must possess a valid Driver’s License
2. Must have, or be able to obtain a Commercial Driver’s License, (Class A) within one year of employment.
3. This is a safety-sensitive position. After employment the employee will become part of a pool for random Drug and Alcohol Testing.

Normal Working Hours:

Winter Schedule: 16 weeks – 40 hours per week 7:00 am to 5:00 pm, 4 days per week – 10 hour days

Summer Schedule: 36 weeks – 50 hours per week 7:00 am TO 5:00 pm 5 days per Week – 10 hour days

BOWMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Signed: _____

Printed Name: _____

Date: _____