

**CHRISTIAN COUNTY, ILLINOIS**  
**Position Description**

JOB TITLE:	<b>Highway Maintenance Worker</b>	DATE WRITTEN: 10/13/19
DEPARTMENT:	Highway	
REPORTS TO:	Maintenance Supervisor	
FLSA STATUS:	Non-Exempt	APPROVED BY: CDF
NLRA STATUS:	Bargaining – AFSCME Highway	DATE APPROVED: 10/15/19
HOURLY RATE:	\$16.32 - Probationary + \$1.50 CDL	REVISED: 5/29/24

**Application Deadline: July 29<sup>th</sup>, 2024 by 4:00 pm**

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**SUMMARY**

The Highway Maintenance Worker performs all assigned duties necessary for the maintenance of Christian County highways, bridges and facilities.

**REPORTING RELATIONSHIPS**

Responsible to the Maintenance Supervisor for successful performance of assigned duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (May not include all duties performed)

- Operates a variety of equipment, vehicles and vehicles with attachments to include: trucks, tractors, mowers, end loaders, graders, backhoes, fork lift, excavators, oil distributors and rollers.
- Must be able to use hand tools including but not limited to rake, shovel, sledge hammer, hammer, drill, grinder, cut-off saw, pavement saw, vibratory compactor, chain saw, screw driver, wrenches, floor jack, trailer jack, pressure washer, level and laser level.
- Performs roadway surface and shoulder repairs. Examples: Excavating, grading and leveling, adding aggregate, pot hole patching, spreading cold mix, oil and chip, saw cutting and paint striping.
- Clean and grade ditches to drain.
- Repair or replace drainage structures under roadways, field entrances and private entrances.
- Mows grass and weeds on right-of-way; remove trees, limbs and brush as needed; spray for the elimination of roadside vegetation and brush; periodically clean right-of-way by hand.
- Snow plowing and applying winter aggregates in incimate weather.
- Repair and maintenance of bridges and waterways.
- Assists in maintenance of highway equipment, making minor adjustments and repairs; reports equipment breakdowns and malfunctions to the Maintenance Supervisor.
- Repair and maintenance of County owned facilities.
- May serve as lead worker to an on-site maintenance crew, supervising completion of a maintenance assignment and making minor decisions in the absence of the Maintenance Supervisor.
- Performs assigned duties as required.

**METHODS OF ACCOUNTABILITY**

- Through accurate, professional and error-free completion of assigned work.
- Compliance with County Policies, procedures and expectations.

## **STANDARDS OF PERFORMANCE**

- Individual Proficiencies:
  - Ability to follow directions.
  - Ability to perform duties with minimal direct supervision.
  - Ability to work well with others.
- Job Performance:
  - Timeliness, adequacy and accuracy of duties.
  - Flexibility in performing assigned duties.
  - Use of established procedures in varied conditions, uses initiative to overcome minor obstacles.
  - Normal or reasonable care used to prevent loss.
  - Ability to organize and prioritize work.

## **PHYSICAL ATTRIBUTES/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.

- While performing the duties of this job, the employee is frequently required to work in a standing or seated position for extended periods of time. The employee is also frequently required to walk, climb stairs/ramps/ladders, navigate rough terrain, get in and out of vehicles and equipment, bend, kneel, squat, reach, carry, push, pull and grip objects intermittently during the course of work.
- The employee shall exert up to 75 pounds of force occasionally, up to 50 pounds of force frequently and a negligible amount of force constantly to move objects.
- Work requires hearing and speaking ability to carry on a conversation with individuals in person, over the telephone and radio.
- Ability to maintain a high level of visual attention. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

## **WORK ENVIRONMENT AND CONDITIONS**

- Performs work outdoors during extreme weather conditions and in adverse conditions.
- Performs work indoors in controlled climate.
- While performing the duties of this job, staff may be exposed to chemicals, fumes and extreme hot or cold temperatures.
- Highway maintenance activities may expose staff to hazardous conditions i.e. equipment, noise, gasoline, chemicals, etc.
- May perform work in high places.
- Some duties performed in a well-ventilated, well-lighted and temperature-controlled shop environment. Noise levels may be high.
- The position is subject to drug testing pre-employment, random, post-accident or injury or reasonable suspicion.
- Work hours are generally Monday – Friday, 7:00 am – 3:30 pm.
- May work irregular and extended hours.
- Position is on-call 24 hours during periods of inclement weather.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to operate, or learn the operation of standard vehicular equipment utilized in Highway maintenance and repair.
- Ability to utilize hand tools used in highway maintenance and repair.
- Ability to perform manual labor.
- Ability to multitask and perform assigned duties in a frequently disruptive environment.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals.
- Ability to establish and maintain effective working relationships with other employees, Township Highway Commissioners and the public.

## **EDUCATION, TRAINING AND EXPERIENCE**

- High school diploma or general education degree (GED).
- Possess and maintain an Illinois Class A CDL Driver's License with air brake endorsement and no manual transmission restriction.
- Requires licensing, or the ability to obtain licensing, for the application of pesticides on public right-of-way as issued by the State of Illinois Department of Agriculture.
- Training in the job as required. This includes but is not limited to Flagger Certification, Work Zone Safety, CPR and OSHA 10 hr. Safety Training.
- One year experience in highway maintenance or a related field, preferred but not required.
- Working knowledge of the procedures, methods, and materials utilized in highway maintenance and repair, preferred but not required.

## **EQUIPMENT AND TOOLS**

- Dump Trucks
- Snow Plows and Spreaders
- Rubber Tired End Loader
- Loader Backhoe
- Excavator
- Motor Grader
- Roller
- Totalpatcher
- Pavement Saw
- Vibratory compactor
- Mowing Tractor
- String Trimmer
- Weed Spraying Equipment
- Skid Loader
- Fork Lift
- Power Tools
- Chain Saws
- Hand Tools
- Other Equipment as Required