

# FILLMORE COUNTY JOB DESCRIPTION

## Maintenance Specialist I

<b>DEPARTMENT:</b> Highway		<b>JOB TITLE OF SUPERVISOR:</b> Maintenance Superintendent
<b>PAY GRADE/RANGE:</b> Per Contract	<b>BARGAINING UNIT:</b> Local #49	<b>FLSA STATUS:</b> Non-Exempt

### GENERAL PURPOSE OF JOB

Operates all types of equipment relative to highway, road and bridge, maintenance and construction activities and perform related duties as assigned. This is a new hire (probationary) position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### FREQUENCY

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Operates all types of equipment relative to highway, road and bridge, maintenance and construction activities.	Daily 50%
Perform all labor-related tasks relative to highway, road and bridge, maintenance and construction activities.	Daily 40%
Assist with mechanical repairs on all types of equipment in use with the Fillmore County Highway department.	Daily 5%
Perform all other duties as assigned by the County Highway Engineer, such as assist the Shop Foreman, Mechanic, Traffic Sign Technician, etc.	Daily 5%

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of a High School diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.

### CERTIFICATES AND LICENSES *(position requirements at entry)*

- Valid Class "A" Commercial driver's license.

### REQUIRED KNOWLEDGES *(position requirements at entry)* knowledge of:

- Skill to provide basic client services to the public and other agencies within the County. Requires tact, courtesy and cooperation in dealings with others where the primary purpose of the dealing involves the exchange of information.
- Operate heavy road construction equipment.

**REQUIRED SKILLS** (*position requirements at entry*) skill in:

- Ability to work independently without immediate supervision.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must regularly lift and/or move up to 25 pounds, and frequently lift and/or move up to 50 pounds. The employee will occasionally lift and/or move up to 100 pounds with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and working near moving mechanical parts. The employee is frequently exposed to vibration and occasionally will work in wet or humid conditions; work in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals and extreme hot; at risk of electrical shock and radiation exposure. The noise level in the work environment is usually loud.

**CLASSIFICATION HISTORY**

<b>Prepared By:</b> Karen Brown, Fillmore County Coordinator	<b>Date:</b> 09-2005
<b>Revised by:</b>	<b>Date:</b>