

Logan County Engineer Job Description

Job Title: Highway Worker Trainee I
Department: Highway
Reports To: Highway Maintenance Superintendent
Prepared By: Personnel Specialist
Prepared Date: 03/26/2007
Approved By: Engineer
Approved Date: 03/26/2007

SUMMARY: Entry level training position in the Highway Department consisting of routine manual labor work. Highway Worker Trainees perform generally unskilled to semi-skilled tasks, usually as a member of a designated work crew, under close supervision.

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

Performs a variety of unskilled and semi-skilled tasks, e.g., loads and unloads trucks by hand or with help from another employee with equipment; moves light and heavy weighted supplies and materials by hand or with hand-trucks, dollies, wheelbarrows, or other devices for moving of materials; digs holes and trenches with pick, shovel, or other simple tools to install tile and find telephone lines and backfills excavations; picks up brush and debris from roadside; and mows lawn with riding mowers.

Operates a dump truck with snow plow attachment to engage in snow and ice control, including attaching plows and sanders to dump trucks.

Cuts back roadside foliage, trims branches, and removes trees and stumps.

Directs traffic with signal flag or paddles following all safety procedures.

Assists in spreading and raking of cold and hot asphalt mix and other paving materials to proper thickness and grade on roadways; widening of roadways and/or installing road drainage tile.

Tools and/or equipment utilized (included but not limited to): riding and push mowers, chainsaws, shovels, rakes, spud bars, generators, drills, weed-eaters, post hole digger, brush chipper, stump grinder, etc.

Prepares and submits work related records, e.g., work performed, materials used, etc.

Performs errands and/or other duties/tasks as assigned by the County Engineer, Administrative Coordinator, Personnel Specialist, Operations Superintendent, Supervisors, Chief Deputy Surveyor, or Engineering Staff.

Courteously interacts and responds to the public, elected officials, and co-workers.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

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.

EDUCATION and EXPERIENCE: High school diploma or general education degree (GED) including a minimum three months of related work experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: 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.

MATHEMATICAL SKILLS: 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.

REASONING ABILITY: 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.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid State of Ohio Commercial Drivers License (CDL) Class B with current Haz Mat and Tanker Endorsements or ability to obtain a Haz Mat Endorsement.

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 regularly required to stand; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. 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 outside weather conditions and highway traffic. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.