

# Miner County Highway

## Functional Job Description

**Job Title** Highway Maintenance Worker

**Job Sub-Title** Highway Department

**Job Objective**

Maintain Miner County Highway System by removing snow and repairing roads (gravel and pavement) and bridges to ensure safety and comfort of the traveling public. Operate and maintain a variety of equipment efficiently and safely, perform all types of highway and related construction and maintenance work as necessary, attend training and meetings as necessary.

**Clothing**

Leather boots, safety glasses, leather gloves, hearing protection, high visibility safety clothing.

**Equipment/Tools**

Large/heavy equipment and machinery, parts of various shapes and sizes, various carts/dollies, ladders/stepstools, tools and power tools of various weights and sizes, shovels, cleaning tools, signs and posts.

## Necessary Qualifications

\*Must have a valid Driver's License and have or able to obtain a Commercial Driver's License (CDL)

\*Submit to a motor vehicle record review prior to employment and thereafter on a regular basis.

\*Applicant/employee may be denied employment if the review indicates any violation of the following:

1. More than one moving traffic violation conviction within any 12 month period.
2. More than one moving traffic violation that contributes to an accident within any 12 month period.
3. Conviction of any serious traffic violation as defined by South Dakota Code.
4. A Driving Under the Influence (DUI) conviction within the last five years.

\*Submit to a background record review prior to employment

\*Submit to a drug and alcohol test and pass a pre-employment physical exam and screening at employers expense.

\*Ability to present ideas clearly and concisely, both orally and in writing. Ability to follow written and oral instructions.

\*Ability to work flexible hours as the need arises, including before and after normal office hours, and ability to respond to emergencies that may arise.

## Essential Job Functions

*Function: Operate and maintain highway equipment*

**Activity:** Travel to/from Various Areas

**Walking** (Frequently) indoors and outdoors on a smooth, slippery and uneven surface for 300 feet to travel to/from various areas to operate and maintain highway equipment.

**Activity:** Climb Onto Equipment

**Step Ladder Climbing** (Frequently) 8 foot ladder with 8 steps, to climb on and to operate and maintain highway equipment.

**Activity:** Drive Vehicles

**Sitting** (Continuously) for 3 hours to drive vehicles to operate and maintain highway equipment.

**Activity:** Perform Maintenance Duties

**Crouching** (occasionally) for 5 minutes indoors and outdoors on a smooth, slippery, and uneven surface to perform maintenance duties to operate and maintain highway equipment.

**Kneeling** (Occasionally) for 5 minutes indoors and outdoors on a smooth, slippery, and uneven surface to perform maintenance duties to operate and maintain highway equipment.

**Elevated Work** (Continuously) using either hand to perform maintenance duties to operate and maintain highway equipment.

**Activity:**

**Use Tools**

**Left Hand Grip** (Frequently) static grip with a force of 80 pounds using the left hand grip to use tools to operate and maintain highway equipment.

**Right Hand Grip** (Frequently) static grip with a force of 80 pounds using the right hand grip to use tools to operate and maintain highway equipment.

*Function: Transition parts or equipment*

**Activity:**

**Move Heavy Equipment, Parts and Blades**

**Pulling** (Frequently) horizontal at a self-selected height with a force of 60 pounds up to a distance of 100 feet indoors and outdoors on a smooth and slippery surface to move heavy equipment to transition parts or equipment.

**Pushing** (Frequently) horizontal at a self-selected height with a force of 60 pounds up to a distance of 100 feet indoors and outdoors on a smooth and slippery surface to move heavy equipment to transition parts or equipment.

**Floor to Waist Lift** (Occasionally) 100 pounds from 20 inches to 62 inches for a distance of 100 feet indoors and outdoors on a smooth, slippery, and uneven surface to move equipment and to transition parts or equipment.

**Floor to Waist Lift** (Frequently) 50 pounds from 20 inches to 62 inches for a distance of 100 feet indoors and outdoors on a smooth, slippery, and uneven surface to move heavy equipment and to transition parts or equipment.

**Right Carry**(Frequently) 50 pounds for a distance of 100 feet indoors and outdoors on a smooth, slippery, and uneven surface to move heavy equipment and to transition parts or equipment.

*Function: Deposit or Retrieve Parts and Tools from Inventory*

**Activity:**

**Reach up to Shelves**

**Waist to Crown Lift**(Occasionally) 30 inches to 86 inches indoors and outdoors on a smooth surface to reach up to deposit parts for inventory.

Rarely	1-5% of the day
Occasionally	6-33% of the day
Frequently	34-66% of the day
Continuously	67-100% of the day

I have read the above position descriptions and necessary qualifications and accept the conditions set forth. I will perform these duties to the best of my knowledge and ability. I also agree to abide to the personnel policy of Miner County.

---

Employee Signature

Date