

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Road Maintenance**

**POSITION NUMBER:**     **Various**

**FLSA STATUS:**     **N**

**POSITION DESCRIPTION**

Under general supervision, this position operates a variety of construction equipment to repair and maintain roads and signs. Performs other duties as required. This position is supervised by the Road Superintendent and Assistant Road Supervisor.

**WORK PERFORMED**

- 80% Routine Maintenance.** Operates all road and traffic maintenance equipment, including the operation of a dump truck, spreading material, the motor grader in cutting and grading ditches, cleaning ditches, finish grade leveling and blade patching, mowing and weed eating, snow removal and blading, painting, sign maintenance and installation.
  
- 10% Chip Sealing.** Operates the asphalt distributor, including being able to read the gauges for set-up of spraying asphalt, as well as knowing the maintenance of the machine, including servicing after use. Operates the chip spreader.
  
- 5% Paving.** Operates the lay down machine, including clean up after use.
  
- 5% Reporting.** Fills out time, labor and equipment sheets and must have full knowledge of work orders and feature numbers pertaining to work done.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- The care and maintenance of different types of roads.
- Service and maintenance requirements of equipment used.

**Ability to:**

- Perform strenuous manual labor.
- Understand and carry out oral and written instructions.
- Fill out time, labor and equipment sheets.
- Communicate effectively, both orally and in writing, using the English language.
- Learn work orders and feature numbers.
- Be available for emergency call in.

**Skill in:**

- The maintenance and repair of roads and signage.

**Shawnee County Position Description  
Road Maintenance (Various)**

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing			X		Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery				X
<b>ARMS</b>					Carrying-50 lbs.			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes			X	
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position			X	
Pushing/Pulling			X		Squatting			X		Sustained Positions	X			
Carrying-50 lbs.			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying-50 lbs.			X		Irregular Surfaces			X	
<b>VOICE</b>					Climbing			X		Moving Objects			X	
Talking			X		Jumping	X				In High Volume Traffic			X	
<b>EARS</b>					Turning			X		Exposure to Marked Changes in				
Hearing			X		Lifting-50 lbs.			X		Temperature and Humidity			X	

**EQUIPMENT USED**

Motor Grader	Lay Down Machine	Hand Tools	Post Driver
Asphalt Distributor	Chip Spreader	Dump Truck	Rubber Tire Loader
Skid Steer Loader	Mowers	Chain Saws	Painting Equipment
Wacker Packer	Rollers	Backhoe	Radio Equipment
Weed Eaters	Snow Plow	Sander	Pressure Washer

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

One (1) year of experience in the use of tools, materials and equipment used in general construction or agriculture.

Valid Kansas Class B Commercial Driver’s License (CDL) with tanker endorsement and eligible to operate a County-owned vehicle (HR-2005-7). If no CDL is available, a valid Kansas Driver’s License is required.

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**Shawnee County Position Description  
Road Maintenance (Various)**

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment/periodic CDL physical(s)/drug screen(s) and a review of driving record.

Required to lift and carry fifty (50) pounds.

A valid Kansas Class B CDL with tanker endorsement is required within 60 days of hire date (if not available at the time of hire).

Required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

---

Employee's Signature / Printed Name

---

Date

---

Administering Supervisor's Signature / Printed Name

---

Date

---

Appointing Authority's Signature / Printed Name

---

Date

Created: 03/04  
Revision History: 07/15