



CLASS SPECIFICATION FOR:

**Road Maintenance Technician II**

**General Statement of Duties:**

Maintains and operates a wide variety of County vehicles and heavy specialized equipment; performs a wide variety of preventive maintenance, general repair work, equipment operation and other duties as needed; does related work as required.

**Distinguishing Features of Class:**

Primary responsibilities include performing a variety of day-to-day tasks pertaining to the maintenance and repair of department-specific vehicles and equipment; ensures department-specific vehicles and equipment are maintained in safe operating condition and ready for use when needed; operates commercial and non-commercial County vehicles and heavy equipment as required; performs a variety of duties related to environmental compliance; trains division staff as assigned; and may perform various welding duties as assigned. Work is performed independently under the general supervision. Researches and resolves, or recommends resolution, of a maintenance and repair related problems and appropriately keeps supervisor informed and refers problems to the supervisor or appropriate department staff.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Maintains and repairs all Road Maintenance equipment in a clean and safe operating condition;
- Performs preventive maintenance and makes minor repairs & adjustments, to multiple types of heavy equipment;
- Provides assistance to other preventive maintenance shop employees and supervisor as assigned;
- May assist in the setup of new equipment as it is introduced to the fleet as needed;
- May perform acetylene and arc-welding, cutting, brazing, and heating metals as needed;
- Shares information and technical knowledge with other division and shop staff and trains other maintenance technicians in equipment operation, maintenance and general repair;
- Assists with inventory management as needed which may include pick-up, delivery, stocking, distribution or recommending items, and follows measures to prevent loss, deterioration, and damage to inventory, parts and other goods;
- Performs the following environmental duties: maintains environmental standards for Preventive Maintenance Shop, performs environmental actions for Road Maintenance, Preventive Maintenance Shop and other surrounding areas, visually inspects site dumpsters daily for environmental compliance, ensures dumpsters remain closed and are not leaking, inspects facilities for environmental concerns, and participates in all spill control training;
- Assures all employees in the division are kept up on environmental training and have the necessary equipment to handle any environmental issues;
- Leads small work crews as needed which may include giving work assignments, work orders, record keeping, and reporting;
- Maintains considerable knowledge of traffic control, sets up traffic signs, cones and flags traffic, and performs traffic control as needed;
- Safely operates a wide variety of County commercial and non-commercial vehicles and heavy equipment with complex controls, demonstrating a high degree of skill and manipulative ability in all types of weather conditions as needed;
- Performs manual labor as needed which may include picking up litter and debris, cleaning gutters, culverts, or other drainage structures, shoveling and raking stone, dirt, asphalt, snow, concrete, leaves, or brush as needed;
- Utilizes required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Assists with and participates in the department's response to all types of emergencies, including inclement weather, and performs related operational and manual assignments as needed;
- Safely operates a wide variety of gas-powered, electrical and pneumatic equipment as needed;
- Participates in all scheduled meetings and trainings;
- Develops and maintains a considerable up-to-date working knowledge and understanding of the Division's operations and department-specific equipment utilized in support of road construction and maintenance;
- Maintains a Class A CDL driver's license with any endorsements necessary to drive, operate and tow County vehicles and equipment necessary for and incidental to the construction and maintenance of roads and adjacent areas Countywide;
- Maintains current valid certifications as required to perform assigned duties;
- Performs other duties as assigned.



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**Road Maintenance Technician II**

**Required Knowledge, Skills and Abilities:**

Sound working knowledge of the Division's operations and equipment; demonstrated ability to safely operate and manipulate heavy motorized equipment with constant attention to safety of operation in order to prevent accidents; sound working knowledge of general maintenance and repair of motorized equipment and equipment specific to road construction and maintenance; ability to safely and appropriately repair and maintain heavy equipment; good working knowledge of a wide variety of equipment and materials used in road and drainage maintenance; physical condition that permits heavy lifting, loading, pushing, reaching, stooping, and climbing while working under adverse temperatures and weather conditions; basic working knowledge of the hazards in laboring work and of necessary safety precautions; considerable knowledge of traffic rules, traffic management rules, safety rules and regulations and accident-prevention practices; may require sound welding skills to create safe welds using various welding tools and techniques; sound math skills with the ability to accurately track and report inventory, maintain and prepare required records; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to read and accurately comprehend, interpret, apply and communicate technical information accurately; ability to work under and fully understand and communicate detailed and complex instructions from the immediate supervision of a supervisor or who issues oral and written work assignments; sound problem solving skills with the ability to appropriately resolve issues with/without assistance from supervisor as needed; ability to work independently and with a team to complete assigned tasks safely and on time; ability to collaborate effectively with all levels of department staff; basic supervisory skills with the demonstrated ability to direct day-to-day work assignments of small work crews and complete assigned tasks on time; personal accountability including teamwork and establishing and maintaining positive working relationships with all levels of department staff; good communication and interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; efficient computer skills with ability to create, track and approve records in various systems used by the Department and the County; sound working knowledge of safe forklift operations; excellent customer service skills, tact, and courtesy with the ability to positively and appropriately represent the County in all interactions with the public. Requires a safe driving record with the ability to safely operate County-owned vehicles and equipment. Requires ability to work a flexible schedule that may occur any day of the week, including weekends, and during various day and evening hours as needed.

**Minimum Education and Experience:**

Education: Completion of grade school required, completion of high school preferred;

Experience: Three (3) years of relevant work experience maintaining and operating heavy equipment;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license with a safe driving record.
- Requires a valid Class A CDL with tank endorsement N and without restrictions.
- Requires a valid VDOT flagging certification.
- Requires a valid confined space certification (may be obtained through County training).
- Requires a valid forklift operator's certification (may be obtained through County training).