



CLASS SPECIFICATION FOR:

Road Maintenance Technician I

General Statement of Duties:

Work a non-standard County shift fueling and operating a wide variety of County vehicles and heavy specialized equipment; assists with 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 fueling vehicles and equipment during an assigned non-standard County shift to ensure vehicles and equipment are ready for use when needed; performing a variety of tasks pertaining to the preventive and general maintenance and repair of department-specific vehicles and equipment as assigned to ensure department-specific vehicles and equipment are maintained in safe operating condition and ready for use when needed; operating commercial and non-commercial County vehicles and heavy equipment as required; performing various duties related to environmental compliance; and assisting with traffic control and emergency cleanups as assigned. Work is performed independently under the general supervision. Resolves problems as assigned, appropriately keeping supervisor informed and referring 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*):

- Fuels a wide variety of County vehicles and heavy specialized equipment during an assigned non-standard County shift;
- Assists with or performs preventive maintenance and makes minor repairs and adjustments, to multiple types of vehicles and heavy equipment;
- Provides assistance to other preventive maintenance shop employees and supervisor as assigned;
- Picks-up and delivers part and equipment as needed;
- Performs the following environmental duties: visually inspects site dumpsters daily for environmental compliance, insures dumpsters remain closed and are not leaking, inspects facilities for environmental concerns, and participates in all spill control training;
- May lead small work crews as needed to complete assigned work;
- 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 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;
- Performs heavy lifting, loading, pushing, reaching, stooping, and climbing while working under adverse temperatures and weather conditions;
- 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;
- Participates in all scheduled meetings and trainings;
- Develops and maintains an 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.

Required Knowledge, Skills and Abilities:

Basic 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; basic working knowledge of general maintenance and repair of motorized equipment and heavy equipment; ability to safely and appropriately repair and maintain motorized and heavy equipment; good working knowledge of a wide variety of equipment and materials used in road and



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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; good knowledge of traffic rules, traffic management rules, safety rules and regulations and accident-prevention practices; basic 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 ability to lead 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; basic computer skills with ability to create, track and report time and materials as required; 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: Two (2) 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 forklift operator's certification (may be obtained through County training).