



CLASS SPECIFICATION FOR:

**Road Maintenance Specialist**

**General Statement of Duties:**

Performs a wide variety of tasks for the construction, grading, paving, repair and maintenance of County-owned roadways and right-of-ways and in various, including in extreme, weather and traffic conditions; does related work as required.

**Distinguishing Features of Class:**

Primary responsibilities include performing a wide variety of tasks to assist/support work crews engaged in a variety of tasks pertaining to the construction, grading, paving, repair and maintenance of County-owned roadways and right-of-ways; uses and operates multiple types of motorized and other equipment with demonstrated skill in effective maneuvering and manipulative ability; safely uses and operates a wide variety of gas-powered, electrical, or pneumatic equipment as needed to perform assigned tasks and duties; and performs a wide variety of manual labor tasks as assigned. Work is performed under the general supervision. Works independently and as part of team.

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

- Safely operates County vehicles and equipment demonstrating skill and attention to safety in all types of traffic and weather conditions as assigned;
- Performs a wide variety of construction, grading, paving, repair and maintenance, equipment operation, and other duties under adverse, including extreme, weather and traffic conditions, as needed to ensure efficient operations of the Division;
- Performs a wide variety of manual labor tasks, picks up litter & debris, cleans gutters, culverts, and other drainage structures, shovels & rakes stone, dirt, asphalt, snow, concrete, leaves, and clears brush as needed, including under adverse weather and traffic conditions;
- Performs heavy lifting, loading, pushing, reaching, stooping, and climbing or other manual labor tasks pertaining to constructing, patching and maintaining hard-surface roads, grading and graveling roads, installing driveway drain pipes, cleaning right-of-way ditches and streets, mowing grass and other tasks involving manual labor operations while working under adverse temperatures and weather conditions as assigned;
- Assists with recordkeeping as assigned;
- May lead small work crews as needed;
- Shares information with others;
- Performs a variety of traffic control duties as needed which may include setting up traffic detours, signs, cones and flagging traffic within right-of-way;
- Performs a variety of snow removal duties as needed.
- Assists with and participates in the department's response to all types of emergencies, including inclement weather, and performs related manual assignments as needed;
- Utilizes required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Participates in all scheduled meetings and trainings;
- Develops and maintains a sound up-to-date working knowledge and understanding of the Division's operations and department-specific equipment utilized in road construction and maintenance;
- Maintains a valid driver's license to drive and operate 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:**

Sound working knowledge of the Division's operations and equipment; ability to safely operate, maneuver and manipulate automotive, motorized and heavy equipment with constant attention to safety of operation in order to prevent accidents; sound working knowledge of motorized equipment and equipment specific to road construction and maintenance; basic working knowledge of a wide variety of methods, equipment and materials used in road and drainage maintenance; basic working knowledge of the hazards in laboring work and of necessary safety precautions; ability to safely and efficiently operate common hand and power tools and other tools specific to assigned tasks; basic working knowledge of general maintenance and repair of motor equipment with



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demonstrated ability to safely and appropriately repair and maintain heavy equipment; physical condition that will permit heavy lifting, loading, pushing, reaching, stooping, and climbing while working under adverse temperatures and weather conditions; ability to work in confined spaces; sound working knowledge of traffic rules, traffic management rules, safety rules and regulations and accident-prevention practices; 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 demonstrated ability to appropriately resolve a issues, seek approvals appropriately, and keep supervisor appropriately informed or involved; 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; personal accountability including teamwork and establishing and maintaining positive working relationships with all levels of department staff; basic ability to effectively lead the activities of assigned small work crews engaged primarily in equipment operations, manual labor and maintenance duties; good communication and good interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; basic math and computer skills with ability to accurately assist with recordkeeping; 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: Some previous relevant work experience preferred;

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 VDOT flagging certification.