

## JOB POSTING

<b>Position Title</b>	Highway Maintenance Worker
<b>Department</b>	Highway
<b>Shift</b>	Days
<b>Salary</b>	Per Union Contract
<b>Brief Job Description</b>	Under the direct supervision of the Maintenance Foreman performs a variety of maintenance or day labor construction tasks related to the improvement, rehabilitation, preservation and upkeep of the County Highway System and County Highway Department equipment and property. May also occasionally perform such work on Township Highway Systems.
<b>Education Requirements</b>	High School Diploma or equivalent certificate. Must possess a Class A Commercial Driver's License (CDL) including air brake endorsement.
<b>Additional Comments</b>	Must be able to carry out oral and written instructions, pass a physical exam, perform hard physical labor, drive trucks with snowplows, operate equipment and work harmoniously with other employees and the public. Pre-employment drug screening is required.
<b>Instructions for Applying</b>	Submit application to Livingston County Human Resources, 112 W. Madison St., Room 202, Pontiac, IL 61764. Applications may be picked up in Human Resources or downloaded at <a href="http://www.livingstoncountyil.gov">www.livingstoncountyil.gov</a> , click on "About Livingston" and then click on "Employment".
<b>Application Deadline</b>	September 8, 2017

## Livingston County JOB DESCRIPTION

**Job Title:** Senior Maintenance Worker  
**Department:** Highway Department  
**Reports To:** County Engineer  
**FLSA Status:** Non-Exempt, Union Position  
**Prepared:** August 16, 2017

**SUMMARY:** Under the direct supervision of the Maintenance Foreman performs a variety of maintenance or day labor construction tasks related to the improvement, rehabilitation, preservation and upkeep of the County Highway System and County Highway Department equipment and property. May also occasionally perform such work on Township Highway Systems..

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operates trucks, trailers, motor graders, loaders, backhoes, snowplows, salt-sand-chip spreaders, mowers, truck mounted crane, paint striper, water wagon, sweeper, sign machine and any other equipment that could be used for improving, rehabilitating, preserving and up keep of County and Township Highways.
- Assists in servicing and repairing the equipment listed above.
- Rebuilds, widens, repairs and patches highway road surfaces and bases; repairs, replaces, extends and cleans culverts, storm sewers, tile, gutters and other drainage facilities; rebuilds, replaces and repairs shoulders and ditches; repairs guardrail; removes and erects snow fence; cleans and makes minor repairs to bridges; cuts and controls trees, brush, weeds and grass. Erects and maintains all types of traffic control devices, including informational and delineation signs and barricades; removes debris, rubbish and performs numerous other related highway day labor construction and maintenance work as needed.
- Maintains required on-the-job records of equipment usage and equipment servicing together with time cards showing hours worked, work performed and materials and supplies used in compliance with County procedures and policies.
- May supervise a number of associate workers or part-time workers if requested by Maintenance Foreman.
- May assist Engineering Staff in survey operations.
- Performs routine general care, housekeeping and custodial duties on County Highway Department garage building, storage buildings and grounds. Also practices normal safety and security measures.
- Work extra hours due to situations deemed necessary by supervisor in charge.
- Performs all other related duties or work as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Must have high school diploma or equivalent certificate. Needs to have excellent working knowledge of Highway Maintenance work, equipment and materials, including traffic control signing. Must be able to skillfully operate all County Highway Department Maintenance equipment. A minimum of one to three years (depending on prior experience and skills) satisfactory performance with the County Highway Department. Must be able to give and carry out oral and written instructions.

**LANGUAGE SKILLS:** Ability to read and interpret documents of County and Township Highway Systems. Ability to write routine reports and correspondence. Ability to speak effectively before county officials, officials of other government agencies, contractors, public or employees of the county.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

**COMPUTER SKILLS:** Have working knowledge of word processing, spreadsheet and computer communication programs and tools.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a Class A Commercial Driver's License (CDL) including air brake endorsement.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to talk, hear and use hands and fingers to handle/ feel. The employee is occasionally required to stand, walk, sit, reach with hands and arms, stoop, kneel and crouch. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to focus. See attached job requirement analysis for additional physical requirements.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment ranges from quiet in the office to moderate and noisy in the field.