



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Road Worker I
Department: Public Works
FLSA Status: Non-Exempt
WC Code: 5506
Effective Date: January 1, 2000
Last Revised: September 9, 2019
Pay Grade: O10
Union: SEIU

SUMMARY

Performs unskilled or semi-skilled manual tasks, often requiring heavy labor, to contribute to the construction, repair, and maintenance of roads, bridges, and other public works. Working under close supervision and detailed verbal instruction from employees of higher classification, this position performs a variety of manual labor to assist in the construction, repair, and maintenance of roads, bridges, sewers, culverts, and other physical facilities developed, operated and maintained by the Department of Public Works. Individuals in this position are assigned to tasks requiring physical strength and stamina, sometimes under difficult or uncomfortable working conditions. Work is usually performed according to well-known procedures and methods using common hand tools and/or non-hazardous working materials such as sand, gravel, concrete, and oil. Under direct supervision or explicit instruction, a Road Worker I may operate light vehicles and machinery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Performs heavy manual labor such as digging and shoveling; installing fence posts; loading and unloading of materials; lifting and moving equipment or materials; manually removing dirt and debris from public property and facilities such as highways, walkways, sewers, catch basins, drainage ditches.
2. Performs simple tasks to keep roads serviceable, such as removing loose material, manual digging, raking, brooming, and working with asphalt.
3. Operates light to medium duty vehicles/equipment as specifically authorized to remove debris, transport materials, or move equipment.
4. Performs minor servicing and repair of tools, equipment, or vehicles used in the line of work.
5. As directed, controls traffic at work sites by setting up warning signs and flagging.

It is every employee's responsibility to be actively involved in creating a safe work environment. Employees at all levels are accountable for their own safety and for appropriately correcting or reporting any observed hazards. This means that employees are required to:

1. Report all accidents/incidents immediately to their supervisor
2. Wear the required personal protective equipment in accordance with written department policy. There are no exceptions.
3. Report hazardous/unsafe conditions or other safety and health concerns to their supervisor immediately.
4. Participate in safety committee activities, in support of safety committee membership.
5. Take personal responsibility to become adequately trained and educated in proper and safe work practices and procedures, and safety policies and rules.
6. Obey all safety and health regulations as stated in Public Works Policies and Work Rules.
7. Attend all required safety training.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires basic mechanical ability to operate simple machines as well as knowledge and skill in using simple hand tools. Working knowledge of sound safety practices for tools, machinery, materials, and methods used in line of work. Must be able to follow written and oral instructions. Must be capable of teamwork with other employees. During inclement weather such as high wind, floods, rain, or snow and/or during emergency situations, individual must be willing to perform the necessary job/tasks as directed with available equipment during whatever shift or hours necessary.

EDUCATION AND EXPERIENCE

High School diploma or equivalent and six (6) months to a one (1) year of experience and/or training in the methods and basic tools used in the trades of road and bridge maintenance, repair and construction, or equivalent combination of education and experience. Must have basic knowledge of sound safety practices and procedures.

JOB IMPACT

The consequences of errors would result in financial loss and possible litigation to the County due to errors in inappropriate safety considerations, and/or lack of following County, Department, and Program protocols.

JOB CONTACTS

Occasional contacts are made with the general public.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver License and safe driving record. A Class A Commercial Driver License is preferred. Possession of or ability to obtain certification for First-Aid/CPR, "First Responder-Awareness" training and Traffic Control. This position is subject to the Federal Motor Carrier Safety Administration (FMCSA) rules and regulations including random drug and alcohol testing. As a condition of continued employment, incumbents are required to comply with DOT drug and alcohol program testing requirements and all associated County policies.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. Work is performed in the field and requires working in all types of weather conditions and

various types of terrain and situations including steep slopes, rocky and moderate to heavily vegetated areas. Walking and carrying equipment and/or supplies are required. The employee may be exposed to vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually loud to very loud.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation and a DOT physical, drug screen, and functional capacity evaluation. Conviction of a crime will not necessarily disqualify an individual for this classification.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be in excellent physical condition and health with sufficient strength and stamina to do heavy manual labor for extended periods under uncomfortable conditions and in all kinds of weather.

JOB ANALYSIS – Physical Job Requirements

Josephine County Public Works Roadworker 1-5

MATERIALS HANDLING	Essential for job	Frequency of Activity	Comments	EFFORT		LEGEND:					
				Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day					
Lifting 0-10# from floor to full extension	X	Occ-freq	Items vary depending on project	5 sec to 1 min	X	Freq.	% of day	# of times per hour	Min. per hour		
Lifting 11-25# from floor to overhead.	X	Occ –Freq	Supplies, equipment, tools, etc...	5 sec to 1 min	X	Rare	1%	or	1x	or	6-12 min/hr
Lifting: from floor to overhead 26-50# or 75#	X	Rare-Occ	Heavy items usually require 2 + workers	Up to ave 10sec.		Occasionally	2-33%	or	Up to 20x	or	Up to 20 min/hr
Carrying 0-10# up to 50 feet	X	Occ	Items vary depending on project	Up to 30 sec.		Frequently	34-66%	or	21-120x	or	Up to 40 min/hr
Carrying 11-25# up to 50 feet	X	Occ	Supplies, equipment, tools, etc...	Up to 30 sec.		Constantly	67+%	or	>120x	or	>40 min/hr
Carrying 26-50# or 75 5-20 feet	X	Rare –Occ	Heavy items usually require 2 + workers	Up to 10 sec		Effort: List actual measurement in seconds or minutes per event.					
Pushing up to 60# of force, up to 50 feet	X	Rare-Occ	Equipment or when using hand tools	Up to 1 min	Pneumatic tool use	Weight/Force: Actual weight or force, measured in foot/lbs.					
Pulling 60# of force, up to 50 feet	X	Occ	Carts, equipment	Up to 30 sec.		ENVIRONMENTAL FACTORS					
Reaching: above shoulder full extension	X	Freq	Overhead work	Up to 1 minute	Up to 120 x in one hour	Time Spent:	Outside <input checked="" type="checkbox"/>	Inside <input checked="" type="checkbox"/>	Comments: all environments		
Reaching: At or below shoulder: shoulder to ground	X	Freq		Up to 1 minute	Up to 120x in one hour	Temperature:	Normal <input checked="" type="checkbox"/> Heat <input checked="" type="checkbox"/>	Temp Change <input checked="" type="checkbox"/> Cold <input checked="" type="checkbox"/>	Comments: All weather conditions		
Grasp/Power grip:	X	Freq	Pneumatic tools	Up to 1 min		Humidity:	Normal <input checked="" type="checkbox"/>	Wet/ <input checked="" type="checkbox"/>	Dry <input checked="" type="checkbox"/>		
Pinch:	X	Freq	Using tools or supplies	Up to 1 min		Atmosphere:	Dust <input checked="" type="checkbox"/> Odor <input checked="" type="checkbox"/>	Fumes <input checked="" type="checkbox"/>	Gas <input type="checkbox"/>		
Fine Manipulation/ Dexterity:	X	Freq				Hazards:	Mechanical <input checked="" type="checkbox"/>	Electrical <input checked="" type="checkbox"/>	Burns <input type="checkbox"/>		
POSITIONAL ACTIVITIES	Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	PPE Req.:	Ear Plugs <input checked="" type="checkbox"/> Footwear <input checked="" type="checkbox"/>	Safety Glasses <input checked="" type="checkbox"/> Gloves <input checked="" type="checkbox"/>	Coveralls <input type="checkbox"/> Other:		
Balance	X	Occ	Elevated work – bucket lift or ladder	X		Surfaces:	Slippery <input checked="" type="checkbox"/>	Uneven <input checked="" type="checkbox"/>	Other:		
Bend	X	Freq		X	X	Sustained Vibration:	# of min: up to 5 minutes	Intensity: Moderate to High	Comments: Using pneumatic tools		
Kneel	X	Occ-Freq		X		ASANTE WORK PERFORMANCE CENTER 781 Black Oak Drive, Suite 102, Medford OR 97504 Phone (541) 608-4707 FAX (541) 608-5938					
Crawl	X	Occ		X							
Climbing ladder/stairs	X	Occ-Freq		X	X	Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.
Walking/Standing	X	Const		X		Speaking	X	Freq	Touch	X	Freq
Sitting, Sustained	X	Rare				Hearing	X	Freq	Taste		
Foot Controls	X	Occ	Operating equip/Hyster		X	Vision	X	Freq	Smell		
Upper Extremity:						Color Discrimination			Balance	X	Const
Reaching behind body	X	Freq	Access tool belt		X	PDC Level Comments: Heavy					
Repetitive front to side arm movement	X	Occ	Specific to job responsibilities			Worker should be able to lift 75# infrequently and 35# frequently. This is a physically demanding job. Therapist: Jared K. Hill, MOT, OTR/L Date: 07/02/04					
Awkward wrist motions	X	Occ-Freq	Tool use, placing	X							
Impact to palm/hand	X	Occ	Pneumatic tool use shovel		X						