



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Road Worker III
Department: Public Works
FLSA Status: Non-Exempt
WC Code: 5506
Effective Date: January 1, 2000
Last Revised: September 9, 2019
Pay Grade: O30
Union: SEIU

SUMMARY

Under direction of the Operations Supervisors and/or designated lead person, an employee in this position is expected to operate medium to heavy duty vehicles and equipment which enable this department to construct, repair and maintain roads, bridges and other public works facilities under the County's jurisdiction. An employee in this classification must demonstrate a proficiency in the use of a variety of manual skills, equipment and machinery. The position requires a highly skilled worker that contributes to the construction, repair and maintenance of roads, bridges, sewers, culverts, and other physical facilities developed, operated and maintained by the Department of Public Works. Additionally, interpretation and reasoning skills in this area of specialization are required to devise and adapt tools, aids and methods in which work assignments can be accomplished efficiently. Under the general guidance from a supervisor or assigned lead person, may lead small work crews on specific projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Under general supervision, leads and performs a variety of skilled/semi-skilled activities related to the maintenance and construction of all Public Works roads, bridges and other facilities in Josephine County's jurisdiction.
2. Operates a variety of medium to heavy duty vehicles and equipment. Safe and effective operation required a high degree of training, coordination and concentration. These vehicles and equipment may include, but are not limited to, cranes, graders, excavators, and rollers, etc.
3. Ability to effectively lead crews in conjunction with operating equipment and other multipurpose machinery; give and follow written and oral instructions.
4. Responsible for the work and safety of the crews, equipment and public in a work zone.
5. With minimum supervision, reads and interprets plans and specifications for layout and construction of all types of Public Works projects. Requisitions materials and supplies as authorized; keeps records and logs of work; and prepares simple brief written reports.
6. Trains employees in methods and techniques requiring special skills and operations of equipment.

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.

(Additional language for Manager and Lead Worker positions)

In addition to the above seven (7) items, the employee shall have the following responsibilities:

- Have the responsibility to train workers.
- Enforce department safety and health rules.
- Take immediate corrective action to eliminate hazardous/unsafe conditions and practices.
- Provide appropriate personal protective equipment, train employees in its use, and make sure it is used and properly maintained.
- Assure that all machine guarding is in place and functioning properly.
- Promptly report all accidents and incidents.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities. May serve as lead worker and direct the work of field crews.

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 intermediate to advanced knowledge of road and bridge construction and maintenance methods, techniques and procedures. Skill in operating the medium to heavy duty vehicles/equipment and machinery used in performance of assigned duties. Working knowledge of the maintenance and minor repair of this equipment and machinery. Must be able to follow written and oral instructions and complete detailed complex logs and records of works. Must be capable of teamwork and provide leadership to 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 two (2) to three (3) years' experience and/or training in the methods and equipment used in road and bridge maintenance, repair and construction; or equivalent combination of education and experience. Requires general knowledge of techniques and procedures used in construction, installation, maintenance, and repair of public works facilities; maintenance and minor repair of departmental equipment and machinery. Must be proficient in the operation of departmental equipment and machinery, which may be assigned according to job classification with the ability to train others. Requires thorough knowledge of the work hazards and sound safety procedures for all departmental machinery, tools and methods.

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 and other county employees.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and complete simple logs, reports and records of work. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to lead small work crews effectively, with minimum supervision.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

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. Ability to interpret plans and specifications.

OTHER SKILLS AND ABILITIES

Both a working knowledge of current word processing and spread sheet skills, and strong leadership skills are desired.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of or ability to obtain valid Oregon Class A Commercial Driver License (CDL) with necessary endorsements and a safe driving record Possession of or ability to obtain certification for first aid, CPR and "First Responder-Awareness" training. Certification in Traffic Control. Based on department need to keep a minimum of four (4) herbicide applicators, upon new hire or promotion to Road Worker III, position may require an ODA Herbicide Applicator License. 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. The employee is frequently 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 perform manual labor for extended periods under uncomfortable conditions and in all types 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"/>		Temp Change <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"/>		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"/>		Safety Glasses <input checked="" type="checkbox"/>	Coveralls <input type="checkbox"/>	
Balance	X	Occ	Elevated work – bucket lift or ladder	X			Footwear <input checked="" type="checkbox"/>		Gloves <input checked="" type="checkbox"/>	Other:	
Bend	X	Freq		X	X	Surfaces:	Slippery <input checked="" type="checkbox"/>		Uneven <input checked="" type="checkbox"/>	Other:	
Kneel	X	Occ-Freq		X		Sustained Vibration:	# of min: up to 5 minutes		Intensity: Moderate to High	Comments: Using pneumatic tools	
Crawl	X	Occ		X		ASANTE WORK PERFORMANCE CENTER					
Climbing ladder/stairs	X	Occ-Freq		X	X	781 Black Oak Drive, Suite 102, Medford OR 97504 Phone (541) 608-4707 FAX (541) 608-5938					
Walking/Standing	X	Const		X		Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.
Sitting, Sustained	X	Rare				Speaking	X	Freq	Touch	X	Freq
Foot Controls	X	Occ	Operating equip/Hyster		X	Hearing	X	Freq	Taste		
Upper Extremity:						Vision	X	Freq	Smell		
Reaching behind body	X	Freq	Access tool belt		X	Color Discrimination			Balance	X	Const
Repetitive front to side arm movement	X	Occ	Specific to job responsibilities			PDC Level Comments: Heavy					
Awkward wrist motions	X	Occ-Freq	Tool use, placing	X		Worker should be able to lift 75# infrequently and 35# frequently. This is a physically demanding job.					
Impact to palm/hand	X	Occ	Pneumatic tool use shovel		X	Therapist: Jared K. Hill, MOT, OTR/L Date: 07/02/04					