



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 IV
Department: Public Works
FLSA Status: Non-Exempt
Job Code: 77
WC Code: 5506
Effective Date:
Last Revised: May 17, 2011
Pay Grade: O40
Union: SEIU

SUMMARY

Under direction of the Operations Supervisors and/or designated lead person, an employee in this position is expected to operate complex 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, and methods in which work assignments can be accomplished efficiently.

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 represent the essential functions needed of persons in this classification.)

1. 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 the most complex heavy duty vehicles and equipment. Safe and effective operation requires a high degree of training, coordination and concentration. These vehicles and equipment may include, but are not limited to, cranes, sloper-blade, graders, bulldozers, pavers, distributor, and excavators, 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. 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.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities. May serve as lead worker and direct the work of up to six employees.

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 EXPERIENCE

AA degree in a related field plus two (2) years experience , or three (3) to four (4) years related 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 thorough 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. Full proficiency in the operation of all departmental equipment and machinery, and the ability to train subordinates. 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 interpret documents such as safety rules, construction plans, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively, give and follow written and oral instructions.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to interpret plans and specifications, and ability to complete simple logs, reports and records of work.

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

Valid Oregon Class A Commercial Driver License with a safe driving record and the ability to obtain any necessary endorsements. Possession of or ability to obtain certification for first aid, CPR and "First Responder-Awareness" training. Certification in Traffic Control. Ability to obtain certification for maintenance of Waste Water Collection Systems and special state licensing for applications of herbicides. 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 and outside weather conditions. 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 DEMANDS

The physical demands described here 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 1-4

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		Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.
Climbing ladder/stairs	X	Occ-Freq		X	X	Speaking	X	Freq	Touch	X	Freq
Walking/Standing	X	Const		X		Hearing	X	Freq	Taste		
Sitting, Sustained	X	Rare				Vision	X	Freq	Smell		
Foot Controls	X	Occ	Operating equip/Hyster		X	Color Discrimination			Balance	X	Const
Upper Extremity:						PDC Level Comments: Heavy					
Reaching behind body	X	Freq	Access tool belt		X	Worker should be able to lift 75# infrequently and 35# frequently. This is a physically demanding job.					
Repetitive front to side arm movement	X	Occ	Specific to job responsibilities			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						