



CLASSIFICATION NO. 601

Established: 3/18

Revised: 10/23

FLSA: Non-Exempt

EEO: 8

TRANSPORTATION MAINTENANCE SPECIALIST 1

CLASS CHARACTERISTICS

Under close supervision, performs a variety of unskilled manual labor and limited semi-skilled tasks in support of road, bridge, traffic markings and sign construction, maintenance and operational functions, and ferry operation; and other work as required.

DISTINGUISHING CHARACTERISTICS

The Transportation Maintenance Division within the Department of Transportation and Development maintains the County's roads, bridges, culverts, buildings, traffic markings, signs, signals and equipment related to the County's road, bridge, traffic, and ferry systems.

The Transportation Maintenance Specialist 1 is the entry-level position in the Transportation Maintenance Specialist series and does not require a Commercial Driver's License (CDL). Incumbents are primarily responsible for performing unskilled and limited semi-skilled tasks to assist staff in the safe and efficient operation of a variety of road, bridge, traffic markings and signs, maintenance and repair equipment, and ferry operation. Incumbents assist in and learn to perform tasks associated with road systems, bridge, traffic signs and marking repair and maintenance, and ferry operation. Work is typically performed in a team setting.

The Transportation Maintenance Specialist 1 is distinguished from the higher level Transportation Maintenance Specialist classifications due to equipment complexity, variety and difficulty of work being performed and level of supervision required.

TYPICAL TASKS

Duties may include but are not limited to:

GENERAL

1. Assists with work zone traffic control; serves as flagger on maintenance crews; directs traffic around hazards or crews in the roadway; sets out temporary road signs, traffic cones, and barricades at work sites.
2. Performs a variety of manual labor tasks including: brush removal; trims trees, shrubs, and other plants; cuts, stacks, and chips brush.
3. Assists higher level Transportation Maintenance Specialists in the repair and maintenance of roads and right-of-ways; digs ditches; rips asphalt, places asphalt; shovels, rakes, patches, and levels hot asphalt and cold-mix asphalt; cleans and installs culverts; removes

debris from roadway and shoulders; prepares potholes, cracked, and broken pavement for patching; loads and unloads tools, equipment, and materials; operation of oxygen/acetylene equipment.

4. Learns to operate and then operates a variety of hand tools and small power tools; operates power broom in sweeping roads; operates front-end loader; operates jackhammer in cutting pavement and demolition of concrete; helps operate tractor; and pressure washers; operates small roadside mowers.
5. Assists with minor servicing, adjustment and maintenance on vehicles and equipment used.
6. Operates vehicles and trucks not requiring a CDL (Commercial Driver's License) to transport materials and equipment to work sites; learns to perform and performs pre and post safety inspection on vehicles.
7. Assists in snow and ice removal; installs vehicle chains.
8. May assist in orienting new employees to work environment and safety practices.
9. May perform supervised sign maintenance.
10. May access computer information such as inventory and maintenance records, safety and data sheets; completes forms and writes basic reports on work, time and materials used.

DECKHAND

1. Directs the loading and unloading of passengers; helps protect and secure ferry for high water; helps maintain a lookout for boats, cars, and drift; participates in regular safety drills as required by the U.S. Coast Guard.
2. Collects fares from passengers; issues receipts and makes change; sells ferry passes; records and balances monies; maintains supply of receipts and punch cards.
3. Assists with basic maintenance, and minor repairs to ferry equipment; assists with removal of drift from main cable; picks up and maintains order in winch and electrical shacks; maintains wheelhouse and vehicle deck cleanliness; assists in touch-up painting and repairs on ferry and buildings; washes deck area of ferry; keeps landings and roadways free of debris, grass, and weeds; removes refuse from wheelhouse; helps cleanup landings after high water; cleans cabin area, including windows.

REQUIRED KNOWLEDGE AND SKILLS

Some Knowledge of: Operation and maintenance of motor equipment; basic office equipment, including personal computers and software programs; basic state laws pertaining to operation of motor vehicles and equipment on roads and highways; basic occupational hazards and safety precautions; standard traffic signs and markings.

Skill to: Learn and perform routine road maintenance and construction methods and practices; learn and use safe working practices; learn and adhere to stated oral and written instructions, communications, policies and procedures; learn and apply safe and effective use of hand and power tools and equipment; work effectively as part of a team or independently; take direction;

apply learned techniques, processes and procedures; perform measurements and basic math; establish and maintain effective working relationships with other County employees; maintain positive public relations at work sites; notice and report safety problems and simple maintenance needs; communicate effectively, both orally and in writing; learn to layout and paint or apply street markings.

WORKING CONDITIONS

Duties require frequent to continuous standing, walking, squatting, kneeling, bending, twisting, balancing, digging, climbing, overhead reaching and repetitive grasping and fine motor manipulation. The ability to lift and carry up to 80 pounds, and push/pull 100 pounds. Duties also involve frequent to continuous exposure to loud noises, vibration, slippery and/or uneven surfaces, dust, fumes from exhaust, paint and welding, hot oil, asphalt, and chemicals, working at heights, traffic and electrical hazards, and adverse weather conditions including extreme temperatures.

Incumbents may perform after-hours emergency response on a call-out basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

OTHER INFORMATION

The Transportation Maintenance Specialist 1 is part of a promotional career path. Incumbents in the Transportation Maintenance Specialist 1 classification may be promoted to higher Transportation Maintenance Specialist classifications through an internal recruitment and selection process.

Edited: 1/19