



CLASSIFICATION NO. 401

Established: 10/14

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Reactivated and Revised for Seasonal Use: 9/23

FLSA: Non-Exempt

EEO: 8

ROAD MAINTENANCE ASSISTANT (Seasonal Temporary)

CLASS CHARACTERISTICS

Under close supervision, performs unskilled manual labor in support of road construction, maintenance and operational functions; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

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

Road Maintenance Assistants (RMA) perform seasonal, entry-level, unskilled tasks that are almost exclusively outdoors. While seasonal hiring and onboarding varies, RMA seasonal temporary employees may work anytime from May 1 - September 30. Tasks are primarily traffic control flagging, setting up work zones, and working on the brushing, crack seal, paving or other labor intensive crews.

The Road Maintenance Assistant differs from Transportation Maintenance Specialist 1 which performs a variety of unskilled and limited semi-skilled tasks year round.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists with work zone traffic control; serves as flagger on road, bridge or traffic 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 manual labor tasks including brush removal, shoveling and raking asphalt, cleaning and sealing cracks in pavement.
3. Performs manual labor to assist Transportation Maintenance staff in the repair and maintenance of roads and right-of-ways; digs ditches; rips asphalt, cleans culverts and catch basins, and unplugs pipes; removes debris from roadway and shoulders; prepares potholes, cracked, and broken pavement for patching; loads and unloads tools and materials.
4. For some tasks, learns to operate and then operates a variety of hand tools and small power tools.

5. Operates light to moderate sized vehicles not requiring a Commercial Driver's License (CDL); transports tools and materials to work sites; learns to perform and performs pre and post safety inspection on vehicles.

REQUIRED KNOWLEDGE AND SKILLS

Some Knowledge of: Operation of motor vehicles, and hand and power tools; basic office equipment, including personal computers and software programs; basic state laws pertaining to operation of motor vehicles on roads and highways; basic occupational hazards and safety precautions.

Skill to: learn and use safe working practices; learn and follow instructions; learn and apply safe and effective use of hand and power tools; work effectively as a team or independently; apply learned techniques, processes and procedures; perform measurements and arithmetic computations; 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.

WORKING CONDITIONS

Duties require occasional to frequent standing, walking, squatting, digging, bending, twisting, balancing, reaching, grasping, fine motor control, and the ability to lift and carry up to 35 pounds, and push/pull 50 pounds. Duties also involve frequent exposure to loud noises, exhaust fumes and dust, hot oil, asphalt and chemicals, slippery and/or uneven surfaces, traffic hazards, and adverse weather conditions including extreme temperatures.

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.

POST-EMPLOYMENT REQUIREMENTS

Positions assigned traffic control flagging must obtain flagging certification through training provided by department.