

GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Part-time Seasonal Student Laborer
Class Number: Seasonal Part-Time Student	Class Title: Seasonal Part-Time Employee
Dept./Div.: Highway Maintenance	Employment Status: Temporary Seasonal/Part-time
Reports to: All Supervisory Employees	FLSA Status: Seasonal Part-Time Student
Normal Hours: 7:00am – 3:30pm	

CLASS DESCRIPTION:

This is a temporary part-time position from May 1st through August 31st that is under the general supervision of the Highway Superintendent and Asst. Highway Superintendent. The temporary part time employee is responsible for performing a variety of summer highway maintenance work, specifically including building and exterior maintenance, flagger and traffic control, janitorial services, and general road maintenance work.

QUALIFICATIONS: An example of acceptable qualifications:

The Student must be currently enrolled in an undergraduate level program.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Driver's licenses; must maintain insurability under the Engineer's insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Traffic control tools, hand tools, power tools, air compressor, weed whacker, ect.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, work with, or in the vicinity of: public roads; floor and wall openings; open-sided floors; platforms and runways; portable and fixed ladders; stairs and scaffolding; compressed gases (e.g., oxygen, argon, acetylene); flammable and combustible liquids (e.g., gasoline, diesel fuel, propane); corrosives; air contaminants; hazardous chemicals; human blood or other potentially infectious materials; personal protective equipment including eye and face protection, respiratory protection, head protection, foot and head protection; overhead or gantry crane and other vehicles on a construction site; woodworking equipment; hand and portable tools; abrasive wheels; arc welding and cutting; electrical wiring; other construction activities; lift up to one hundred fifty (150) pounds and carry up to eighty (80) pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 60% (1) Performs road maintenance, flagger and traffic control, sign placement, and use of traffic control vehicles; assists the Highway Workers with road maintenance work, including ditching, crack sealing, pavement repair, and tree and brush removal.
- 30% (2) Assists the Maintenance Repair Worker in completion of projects at the highway maintenance facility, building maintenance, janitorial services, and grounds maintenance.

Date Adopted: 9-18-13

Date Revised: 5-01-2015

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- 5% (4) Maintains required licensures, certification, and continuing education requirements, if any.
- (5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (7) Performs other related duties as assigned.

NOTE: May be required to work additional hours beyond the normal workday.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Engineer's goals and objectives; Engineer's policies and procedures; department goals and objectives; department policies and procedures; English grammar and spelling; office practices and procedures; drafting techniques; road construction, maintenance, and repair; proper lifting techniques.

Skill in: Traffic control, road maintenance, building maintenance, janitorial services, grounds maintenance.

Ability to: Interpret a variety of instructions in oral, written or picture form; understand manuals and oral instructions, technical in nature; use proper research methods in gathering data; answer routine inquiries from general public; communicate effectively orally and in writing; cooperate with co-workers on group projects; demonstrate ability to lift heavy equipment; demonstrate manual dexterity; travel to and gain access to work site; communicate effectively.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Student)

(Date)

(Signature of Appointing Authority)

(Date)

Date Adopted: 9-18-13

Date Revised: 5-01-2015