

GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Highway Worker I
Class Number: 30001E	Class Title: Highway Worker

Dept./Div.: Highway Maintenance Department	Employment Status: Full-time
Reports to: Supervisory Staff	FLSA Status: Non-exempt
Reports to: Highway Manager	EEO Status: 13
Normal Hours: 7:00am – 3:30pm (on call as directed)	Civil Service Status: Classified

CLASS DESCRIPTION:

Employee is expected to carry himself/herself in a professional and well-mannered demeanor at all times. Under the close supervision of the Supervisory Staff is responsible for maintaining and repairing county highway roads and bridges. Employee performs generally unskilled to semi-skilled tasks usually as a member of a designated work crew. Employee is responsible for the careful and safe operation of a variety of motorized equipment. Employee is responsible for all snow and ice removal activities.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

THEORETICAL UNDERSTANDING: Must have completely read the book *Turn the Ship Around* by L. David Marquet and understand and embrace the leader-leader intent-based leadership philosophy. Must understand and embrace the notion that we learn all the time to serve our coworkers and Geauga County. Must understand and embrace that this employment learn constitutes both hands-on learning and theoretical learning.

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; safety practices and procedures; safe work zone setup; emergency response operations for release, or threats of release, of hazardous substances; two-way radio operations; road construction, maintenance, and repair; proper lifting techniques; snow and ice removal, tree removal techniques, leader-leader intent-based leadership philosophy.

Skill in: motor vehicle operation; snow and ice control operation; equipment operation; operation of light and heavy hand-held equipment; computer operation (Microsoft Word, Excel and Power Point).

Ability to: demonstrates regular and predictable attendance; carry out instructions in written, oral or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; communicate effectively; cooperate with co-workers on group projects; develop and maintain effective working relationships; resolve complaints; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work sites.

Understands that: snow and ice control is an especially demanding aspect of employment because of the variable and harsh northeast Ohio winters and will be required to work long, abnormal, and difficult hours.

Recognizes that: leadership is the single greatest factor in any team's performance, that each of us has the capacity to lead at, and beyond, our own level, and that we demonstrate true leadership by taking extreme ownership of everything in our world.

Finally, that: we must be humble. We must daily check our ego. We must have the humility to admit mistakes, take ownership, and selflessly fulfill our role and do what is best for our team. We must humbly serve others.

Date Adopted: 05-02-2013

Date Revised: 08-13-2020; 01/15/2021

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RECOMMENDED READING LIST

Below is a list of books that are recommended by the GCEO. The principals and philosophies that you will learn will greatly aid in your leadership development and help create an environment of continued learning and growth.

Turn the Ship Around! by L. David Marquet (**HW TECH / HWI / MECH. TECH. / MECH.I**)
The Energy Bus by Jon Gordon (**HW TECH / HWI / MECH. TECH / MECH.I**)
The Power of a Positive Team by Jon Gordon (**HWI / MECH. I**)
The Ideal Team Player by Patrick Lencioni (**HWII / MECH.II**)
Extreme Ownership by Jocko Willink (**HWIII / MECH.III**)
Leaders Eat Last by Simon Sinek (**HWIV / MECH.IV / FIC**)
Leadership Strategy and Tactics by Jocko Willink (**HWV / MECH.V**)
The Dichotomy of Leadership by Jocko Willink and Leif Babin (**HWVI**)
Good to Great by Jim Collins (**HWVI**)
The Obstacle is the Way by Ryan Holiday (**FOREMAN / FPS**)
Crucial Conversations by Patterson-Grenny-McMillan-Switzler (**FOREMAN / FPS**)
The Attributes by Rich Diviney (**HIGHWAY MANAGER / OPERATIONS SUPERVISOR**)
The Mission, the Men, and Me by Pete Blaber (**HIGHWAY MANAGER / OPERATIONS SUPER.**)

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Class A Commercial Driver's license with an "N" Tanker Endorsement; must maintain insurability under the Engineer's insurance policy.

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

Hand tools, power tools, chainsaw, dump-truck, excavator, asphalt grinder, snowplow-truck, tractor, hydro excavator, sewer jet, welding equipment, chipper, roller, loader, power broom, air compressor, bucket truck, boom and roadside mowers, modern office equipment (e.g., computer, copier, calculator, telephone, fax machine, etc.); computer software (e.g. Microsoft Office suite).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, work with, or in the vicinity of: floor and wall openings; open-sided floors; open trenches; 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, hearing 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 (100) pounds and carry up to ninety (90) pounds.

The employee has exposure to: potentially vicious animals; hot, cold, wet, humid or windy weather conditions; hazardous driving conditions; shaking objects or surfaces; noisy operations or activities; second hand smoke.

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 40% (1) Performs snow and ice control activities, including the application of brine material.
(2) Performs traffic control and maintenance of traffic in active work zones within and outside of the right-of-way.
(3) Operates dump truck to perform a variety of activities (e.g., hauls material to and debris from project sites, plows snow, spreads salt, performs brine applications etc.)
(4) Installs, removes and repairs guardrails; performs bridge maintenance and repair; performs tree removal and trimming duties.
(5) Performs routine preventative maintenance on various equipment operated (e.g., checks fluid levels, tire pressure, lights, brakes and other safety devices, washes vehicles, etc.) and reports problems and/or malfunctions to the proper authorities.
- 35% (6) Operates light to heavy equipment such as saws, chippers, rollers, Gradall, excavator, power broom, air compressor, and wheel loader to assist in construction and repair of roads, berms, ditches, bridges, and related areas.
(7) Performs sewer/drive pipe/crossover jetting; performs hydro seeding; performs unskilled and semi-skilled labor to assist other maintenance workers in constructing and repairing roads, berms, ditches, bridges, and guardrails; operates small hand tools and power tools such as chain saws, rakes, transit level, air tools, and shovels; performs culvert installations and repairs; performs various tasks related to crack-seal operations.
- 15% (8) Performs mowing, janitorial services, building maintenance; operates mowers, road side mowers, and boom mowers; stock piles salt and cinders.
- 5% (9) Maintains required licensures, certification, and continuing education requirements, if any.
(10) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (11) Performs other related duties as assigned.
(12) Attends staff meetings, educational sessions, work session, and training sessions as assigned.

POSITIONS DIRECTLY SUPERVISED: As needed, if assigned, based on work orders.

NOTE: May be required to be on call 24 hours a day, as necessary.

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(Signature of Employee)

(Date)

(Signature of Appointing Authority)

(Date)