

# GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

<b>Employee Name:</b>	<b>Position Title: Highway Technician I</b>
<b>Class Number: 19001E</b>	<b>Class Title: Highway Technician</b>
<b>Dept./Div.: Highway Maintenance Department</b>	<b>Employment Status: Full-time</b>
<b>Reports to: Supervisory Staff</b>	<b>FLSA Status: Non-exempt</b>
<b>Reports to: Highway Manager</b>	<b>EEO Status: 13</b>
<b>Normal Hours: 7:00am – 3:30pm (on call as needed)</b>	<b>Civil Service Status: Classified</b>

## **CLASS DESCRIPTION:**

Employee is expected to carry himself/herself in a professional and well-mannered demeanor at all times. Entry-level position under the close supervision of the Supervisory Staff is responsible for maintaining and repairing county highway roads and bridges. Employee performs a variety of perfunctory, entry level, and unskilled tasks, including traffic control, road maintenance work, building maintenance work, and landscaping. Employee is responsible for the careful and safe operation of a variety of motorized equipment. Employee is responsible for some 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; emergency response operations for release, or threats of release, of hazardous substances (asphalt); two-way radio operations; road construction, maintenance, and repair; proper lifting techniques; snow and ice removal. Must have an understanding of the theoretical and practical application of the leader-leader philosophy of leadership, and must completely read the book *Turn the Ship Around!* by L. David Marquet.

**Skill in:** Traffic control, road maintenance, building maintenance, janitorial services, grounds maintenance, motor vehicle operation; snow and ice control operation; equipment operation; operation of light and heavy hand-held equipment.

**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.

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**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.

## 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 temporary learner's permit before starting employment, and obtain a valid Ohio Class A Commercial Driver's License with an "N" Tanker Endorsement within one year of date of hire; 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, chainsaw, dump-truck, snowplow truck, tractor, chipper, roller, loader, power broom, air compressor, weed whacker, crack sealer, tack buggy, lawn mower, etc.

## 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; 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, 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 (100) pounds and carry up to ninety (90) pounds.

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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:

- 35% (1) Performs snow and ice control activities, including the application of brine material.  
(2) Operates dump truck under supervision to perform a variety of activities (e.g., hauls material to and debris from project sites, plows snow, spreads salt, performs brine applications etc).  
(3) Performs traffic control and maintenance of traffic in active work zones within and outside of the right-of-way; acts as a flagger; performs various tasks related to crack-seal operations.  
(4) Installs, removes and repairs guardrails; performs bridge maintenance and repair; operates equipment such as saws, forklift, chippers, rollers, air compressor, and wheel loader to assist in construction and repair of roads, ditches, bridges, and related areas; 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.
- 25% (5) Performs unskilled and semi-skilled labor to assist other maintenance workers in constructing and repairing roads, ditches, bridges, and guardrails; operates small hand tools and power tools such as chain saws, rakes, laser transit, air tools, and shovels; performs culvert installations and repairs; removes and trims trees from roadways.
- 15% (6) Performs sewer/drive pipe/crossover jetting; performs hydro seeding; performs manual labor tasks such as shoveling, raking, and other tasks necessary on roads, berms, ditches, bridges and drainage crews in maintenance or construction type situations.
- 15% (7) Assists the Maintenance Repair Worker in completion of projects at the highway maintenance facility.  
(8) Performs mowing, janitorial services, building maintenance.
- 5% (9) Maintains required licensures, certifications, and continuing education requirements, if any.  
(10) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- 5% (11) Performs other related duties as assigned.  
(12) Attends staff meetings, educational sessions, work session, and training sessions as assigned.

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

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Date Adopted: 1-19-18

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

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(Signature of Employee)

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(Date)

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(Signature of Appointing Authority)

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(Date)

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