

Notice

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy for the position of **Highway Maintenance Technician - I** until the close of business on Wednesday, June 5, 2024. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Road, Suite 103, Centre, AL 35960. A complete job description is available for download at www.cherokeecounty-al.gov/employment-opportunities.

Job Summary: Includes, but is not limited to the following duties: General maintenance activities of the Cherokee County Highway Department such as patching potholes, sign installation, transport of various materials to and from job sites, roadside mowing, etc. This is a semi-skilled position that requires varying degrees of manual labor. Employees may be required to work in extreme conditions due to storm damage or other emergency situations.

Knowledge and Skills: The successful applicant must be willing to follow instructions, both written and oral, and possess a good attitude when dealing with other employees and the general public. A familiarity of the Cherokee County area will be considered beneficial, but is not required. All applicants must possess a current commercial driver's license, Class A or B (CDL) at the time of application.

Salary and Benefits: The minimum starting salary for this position will begin at \$12.93 per hour. Salary is negotiable based on successful applicant's related experience, education, and training. Successful applicant will be awarded county benefits which includes Blue Cross Blue Shield health insurance and participation in the State Retirement System. First consideration shall be given to all present employees of the Cherokee County Commission, who are eligible for the position. In addition, successful applicants will be required to submit a pre-employment drug screen and subsequent random testing as required by the Cherokee County Commission. The Cherokee County Commission is an Equal Opportunity Employer.

CHEROKEE COUNTY

JOB DESCRIPTION

Job Title: Highway Maintenance Technician-I

Department: Highway Department

FLSA: Grade: 3
Safety Sensitive

Job Description Prepared: September 2014

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Highway Maintenance Superintendent; Assistant Highway Superintendent

Subordinate Staff: None

Other Internal Contacts: Engineers; Sheriff

External Contacts: General Public; Municipal Officials; Contractors

Job Summary

Under the close supervision of the Superintendent, the Highway Maintenance Tech I performs basic equipment operation for the completion of road and drainage projects. The employee operates light/heavy equipment and provides manual labor for the completion of projects. Employee receives specific detailed instructions from supervisor. Work is performed under established procedures with frequent inspections during progress with final inspection of completed work. Employee performs routine maintenance inspections on assigned equipment, notifies Superintendent of equipment failures, and may assist with repairs. Employee also performs other routine manual labor as assigned. Under the Superintendent's guidance, the employee trains in the use and operation of more advanced equipment.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Equipment Operation. Operates light equipment using proper safety gear in order to perform various road and Right-of-Way (ROW) maintenance operations in a safe and proper manner.

- Receives daily tasks and assignments from supervisor.
- Drives light trucks to and from worksites.
- Performs operations with tractor, brush cutter, bush hog, and tractor mower.
- Operates dump truck for hauling materials to/from work site.
- Operates tractors with various attachments in performing ROW maintenance.
- Applies patching material to roads.
- Cleans ditches and cuts back bushes and weeds.
- Mows grass, prunes shrubs, rakes grass from County property.
- Completes assignments as required.
- Follows plans and instructions regarding projects.
- Trains on more advanced equipment as time and conditions permit.

ESSENTIAL FUNCTION: Herbicide Spray Operations. Performs weed control on County right-of-way (ROW) using herbicides and other weed control products.

- Mixes appropriate chemicals for application as directed by the Superintendent and according to herbicide instructions.
- Fills spray truck with herbicide and transports to application locations.
- Maintains logs as required to show which herbicides are being applied at what location, district, and the application rate.
- Operates spray truck to spray roadsides in designated areas.
- Immediately notifies Superintendent and County Engineer of any chemical spills or accidents.

ESSENTIAL FUNCTION: Equipment Maintenance. Performs routine and preventative maintenance on assigned vehicle.

- Performs daily safety and maintenance vehicle inspections on assigned equipment.
- Performs preventative maintenance on equipment.
- Monitors gauges and other indicators during equipment operation for non-standard conditions.
- Ensures assigned equipment is fueled.
- Reports equipment maintenance status to the Superintendent.

ESSENTIAL FUNCTION: Manual Labor. Performs manual labor tasks following departmental policies and procedures in order to ensure proper maintenance and efficient operations of the department.

- Performs flagman duties to direct traffic around worksites.
- Ensures the proper signage is visible during maintenance operations.
- Shovels asphalt, rocks, dirt and other materials during road repairs.
- Assists with forming and pouring concrete on projects.
- Uses a chain saw to cut trees and bushes from ROW.
- Digs trenches, assists in setting pipe.
- Installs and cleans drainpipes.
- Cleans ditches and cuts back bushes and weeds.
- Picks up and piles brush, refuse and other materials.
- Loads and unloads construction materials and supplies.
- Moves and transports items weighing over 50lbs.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

- *Knowledge of County rules, regulations, policies and procedures.
- *Knowledge of the County road system.
- *Knowledge of road maintenance work.
- Knowledge of herbicide usage and chemical interactions.
- Knowledge of chemical handling, storage and disposal practices.
- Knowledge of traffic rules and regulations.
- Knowledge of the safe operation and maintenance of light duty trucks and equipment.
- Knowledge of basic vehicle maintenance.
- Knowledge of safety rules including accident causation and prevention and worksite safety regulations.
- Reading skills to understand, and interpret daily schedule, traffic signs, and other road signs.
- Communication skills to effectively communicate internally and externally, both orally and in writing.
- Verbal skills to communicate effectively with supervisor, co-workers, and public.
- Writing skills to clearly and neatly complete routine forms records, and notes.
- Math skills to perform basic calculations (add, subtract, multiply, divide) for accurate mixing of chemicals.
- Skills to listen and follow verbal instructions.
- Skills and ability to operate various power and hand tools (i.e. chainsaw).

- Ability to communicate effectively with supervisors, co-workers and the general public.
- Ability to work well with co-workers.
- Ability to work in all weather conditions.
- Ability to climb on top of and crawl under various vehicles as required.
- Ability to lift and move objects greater than 50 lbs.
- Ability to operate a two-way radio/communication device.
- Ability and manual dexterity to safely operate various pieces of equipment.
- Ability to follow written and oral instructions.
- Ability to remain alert when operating vehicles and equipment.
- Ability to use and wear protective safety gear.
- Ability to drive.

Minimum Qualifications

- High school diploma or GED is preferred.
- Six months experience operating basic machinery and equipment on road maintenance work.
- Possess a current and valid Class A or B CDL; tanker certification preferred.
- Ability to travel out of town and locally.
- Ability to work nonstandard hours and be on call in emergencies.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.