

JOB TITLE: ROAD WORKER

REPORTS TO: ROAD FOREMAN, AS DIRECTED BY ROAD SUPERINTENDENT

Job purpose:

Performs various routine assignments including those of a physical nature in carrying out highway maintenance, City clean-up activity, culvert repairs, drainage ditch maintenance, and all other duties of a limited nature which are necessary for the general safety and welfare of the City.

Duties and responsibilities:

1. Performs routine tasks on survey crews, clears lines, sets and marks stakes, holds tapes, acts as flagman, serves as helper to the heavy equipment operator. Works under the direct supervision of the Road Department Foreman.
2. Operates motor vehicles such as snow plows, dump trucks, loaders, backhoes, skid steers, rollers and lawn mowers.
3. Performs manual tasks commensurate with the Road Department's responsibilities such as removal of snow, leaves and refuse, including dead animals on the roadway.
4. Performs trenching, painting, mends or erects guard rails, makes signs, and assists in the loading and unloading of materials and supplies.
5. Plants, fertilizes, waters, and tends to the cultivation of grass, trees, and shrubbery.
6. Work assignments may include duties otherwise appropriate to another classification, with the understanding that such duties (though essential) do not represent, in themselves, a sufficient proportion of the responsibilities to alter the classification of the position.
7. Other duties, as assigned.

Qualifications:

1. Must be 18 years of age at the time of appointment.
2. Must be able to read, write, do basic math (addition, subtraction and multiplication), give and follow oral and written instructions.

3. Must be able to learn and perform basic repairs of equipment and tools.
4. Must be able to learn, understand, and develop safe working habits consistent with departmental practices and procedures, including being able to take direction from a supervisor.
5. Must be knowledgeable of safety rules and regulations and State laws pertaining to motor vehicle operation. Must have a valid State of Ohio Class A Commercial Operator's License. Class A will be required (at employee's expense) by the end of the probationary period (one year from start date of employment). Class B Operator's License holders will also be required to get Class A by the end of the probationary period.
6. Must be able to pass a drug test and background check.
7. Must be able to take direction from the supervisor and be a self-starter.

Experience & Education Required:

1. Must have a High School Diploma, GED or equivalent as determined by Appointing Authority.
2. Must have a clean driving record and be insurable by the City.
3. Must have experience in the running of basic and heavy equipment
4. Preferred to have 3 to 5 years' background (sewers, roads, asphalt, concrete, plowing, snow and ice removal, flagging traffic maintenance and all aspects in building and ground maintenance)

Working conditions:

1. Must be able to perform continuous physical work involving exposure to extreme temperatures and weather conditions (extreme heat, cold, rain and humidity) and which necessitates full and unrestrictive movements and use of all limbs and major muscle group.
2. Must be able to work in confined spaces while installing sewers, manholes and digging holes.

3. May be exposed to dead animals, bees, dirt, dust, fumes, poison ivy/sumac and pollen.
4. Must be able to work varying shifts (1st, 2nd and 3rd) and 12-hour shifts.
5. Must be able to bend, squat, reach, push, pull, grasp, etc. and have the ability to lift a minimum of 80 pounds.
6. May be on call 24/7. Position will include overtime, both scheduled and unscheduled.
7. Must have normal vision and hearing acuity for safety and job-related reasons due to the fact that the employee must manipulate tools and objects, exercise hand-eye coordination, operate and/or work in close proximity to traffic and heavy equipment and power tools, etc.

Direct reports:

None

This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours' notice to the Civil Service Commission in order to have the request fulfilled.

Approved by:



Date Approved:

4/15/21