

SHAWNEE COUNTY, KANSAS
Position Description
Road Maintenance Trainee

POSITION NUMBER: **Various**

FLSA STATUS: **N**

POSITION DESCRIPTION

Under general supervision, this position operates a variety of construction equipment to repair and maintain roads and signs. Performs other duties as required. This position is supervised by the Assistant Road Supervisor and/or the Bridge, Road, and Traffic Supervisor.

This position is a Trainee position and is limited to 180 days in length. During this time, Trainees must successfully complete the required probationary period, successfully complete a third-party Commercial Driver’s License (CDL) training course, and obtain a Class A CDL. Successful completion of the probationary period will permit the Road Maintenance Trainee position to be reclassified as into a Road Maintenance II position.

WORK PERFORMED

30% CDL Training. Completes a multiple week third-party Commercial Driver’s License (CDL) training course and obtains a Kansas Class A Commercial Driver’s License (CDL).

50% Routine Maintenance. Operates all road, off-road and traffic maintenance equipment; required during routine road maintenance activities such as spreading material, cutting and grading ditches, cleaning ditches, finish grade leveling and blade patching, mowing and weed eating, snow removal and blading, painting, sign maintenance and installation, and temporary traffic control. Uses hand tools in support of the above maintenance activities. **This position does not operate “on-road” equipment requiring the operator to possess Commercial Driver’s License (CDL) until after the CDL is obtained.**

10% Chip Sealing. Operates the asphalt distributor, including being able to read the gauges for set-up of spraying asphalt, as well as knowing the maintenance of the machine, including servicing after use. Operates the chip spreader.

5% Paving. Operates the lay down machine, including clean up after use.

5% Reporting. Fills out time, labor and equipment sheets and must have full knowledge of work orders and feature numbers pertaining to work done.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The care and maintenance of different types of roads.
- Service and maintenance requirements of equipment used.

Ability to:

- Work with others in a positive manner.
- Perform strenuous manual labor.
- Stand for long periods of time when flagging.
- Understand and carry out oral and written instructions.
- Fill out time, labor and equipment sheets.
- Communicate effectively, both orally and in writing, using the English language.
- Learn work orders and feature numbers.
- Be available for emergency call in.

Skill in:

- The maintenance and repair of roads and signage.
- Mowing rights-of-way with small to medium sized tractors.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing			X		Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery				X
ARMS					Carrying-50 lbs.			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes			X	
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position			X	
Pushing/Pulling			X		Squatting			X		Sustained Positions	X			
Carrying-50 lbs.			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying-50 lbs.			X		Irregular Surfaces			X	
VOICE					Climbing			X		Moving Objects			X	
Talking			X		Jumping	X				In High Volume Traffic			X	
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-50 lbs.			X					X	

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EQUIPMENT USED

Motor Grader	Mowers	Rubber Tire Loader
Asphalt Distributor	Rollers	Painting Equipment
Skid Steer Loader	Hand Tools	Radio Equipment
Wacker Packer	Chain Saws	Pressure Washer
Weed Eaters	Backhoe	Tractor
Lay Down Machine	Sander	
Chip Spreader	Post Driver	

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- One (1) year of experience in the use of tools, materials, and equipment used in general construction or agriculture.
- Must be twenty-one (21) years of age.
- Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a background check, pre-employment/periodic CDL physical(s)/drug screen(s) and a review of driving record.
- Required to lift and carry fifty (50) pounds.
- Required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority.
- Required to perform physically strenuous work.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 09/24
Revision: 10/24