

## DEUEL COUNTY JOB DESCRIPTION

**Position Title:** Road Laborer  
**Department:** Road  
**Reports To:** Kelly Kopetzky, Highway Supervisor

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### Essentials of the Job

**Purpose of Position:** Perform manual labor and operate heavy equipment in performing a variety of skilled and unskilled tasks necessary in the grading and maintenance of roads using independent judgement and initiative, perform routine maintenance and repair on assigned vehicles and equipment, perform tasks requiring manual labor or heavy lifting.

### Essential Functions

Operate a variety of equipment such as light and heavy-duty dump trucks, tractors/mowers, tractor/trailer, front-end loaders, motor graders, excavators, dozers, brush chipper, chain saws and/or other similar equipment associated with the road department.

Maintain County Roads through the use and operation of heavy grading equipment, fill low spots in roads, and establish or maintain the desired grade and depth of road surfacing material according to established policies of the Road Department or specific instruction.

Clean, excavate, or grade ditches along roadways.

Prepare paved roads for resurfacing, repair, or patching, perform both rough grading and finish grading of dirt and/or gravel roads, spread hot bituminous mix or asphalt.

Assist work crews in moving dirt in and around construction and repair projects, excavate culverts to be replaced, backfill dirt around bridge approaches, box culverts, and culverts.

Backslope banks along roads according to established policies of the Road Department.

Performs snow removal and sand/salt spreading duties, either manually or by utilizing automotive snow removal equipment.

Patrol roads in predetermined area of County to determine what maintenance and repair work must be accomplished, determine the priority of work that must be

performed using independent judgment, organize work in such a way that the highest priority tasks are performed first, report major problems to immediate supervisor.

Patrol roads in redetermined area of the County during flood or snow emergencies or as instructed to determine hazardous or dangerous road conditions.

Respond to inquiries to complaints by citizens and motorists regarding roads conditions or Road Department projects.

Inspect vehicles, trucks, tractors and other equipment for readiness condition, proper fluid levels, proper tire pressures, and other factors necessary for correct operation before use, report problems to deficiencies to immediate supervisors.

Perform manual labor such as tree and brush removal, pavement patching, culvert installation, backfilling dirt, erecting barricades, building all types of fence, crack sealing or similar tasks.

Perform the installation, repair and replacement of signs along County Roads. Perform and maintain sign and culvert inspections and inventories.

Change tires and wheels on vehicles and trucks, repair flat tires and check for air leaks.

Perform preventative maintenance on assigned equipment, assist in servicing and repair of equipment, clean shop area or garage area.

Maintain an organized record keeping file of equipment maintenance report, road maintenance performed, supplies used; time and attendance reports, and any other information required by the Road Department.

Perform inspection on asphalt, culvert, concrete box culvert and bridge projects. Perform sign and culvert inventories. Repair and/or install signs, posts and barricades as directed by the Highway Supervisor.

Perform duties on an on-call basis as needed.

Perform other duties as directed or as the situation dictates.

### **Essential Knowledge, Experience, and Abilities**

Working knowledge of methods, materials, and equipment common to manual labor; working knowledge of hazards and safety practices common to manual labor; ability to organize tasks and work with others; ability to organize tasks and work with others; ability to understand and communicate written and oral instructions; ability to establish and maintain effective working relationships with the public, co-workers, supervisors, and others.

Knowledge of operation and maintenance procedures for heavy equipment used in conjunction with work duties of this position.

Knowledge of routine vehicle and equipment maintenance procedures.

Knowledge of federal state requirements for sign placement along County Roads.

Demonstrated ability to operate a variety of equipment such as light and heavy trucks, motor graders, tractors, front-end loaders, mowers, chain saws and other equipment associated with the Road Department.

Ability to perform manual labor and lift heavy objects.

Ability to recognize hazardous working conditions, ability to work effectively using prescribed safety practices.

Ability to work outside in all types of weather conditions.

Ability to understand and carry out both verbal and written instructions.

Ability to operate motor vehicles and heavy equipment in a safe manner.

Ability to work in a harmonious manner with co-workers and others.

Ability to plan and organize work, ability to keep written records.

Ability to determine road grading requirements from the placement of grade stakes.

### **Essential Education, Certifications, and/or Licenses**

A high school education or experience and training which provide the necessary knowledge, skills, and abilities are required. Two years work experience operating heavy equipment or trucks is desired. A Nebraska driver's license is required. A Class "A" commercial driver's license may be required.

### **Essential Physical Demands and Typical Working Conditions**

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in both an indoor garage facility and outdoors in all types of weather conditions and temperature variations.

Worker is exposed to grease, dirt, gas fumes, sun and inclement weather. Normal hazards are present in working with machinery and vehicles.

The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, and vibration. The noise level in the work environment is usually moderate and can sometimes be loud.

### **Essential Attendance and Availability Requirements**

Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays.

Must work at the assigned work site.

Must travel as required.

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## **Job Functions**

### **County Vehicles**

As a Deuel County Highway Department employee, you will be responsible for various equipment. Many times, you will operate a pickup, maintainer, tractor or truck. Following is a basic guideline for maintaining districts.

Road Laborers will be responsible for the general maintenance of any approved section of the County Road system. This section will be defined but may be changed upon approval of the Highway Supervisor.

Some of the many responsibilities of the road laborer of this section are as follows:

1. Road inspection of all patrol on a regular basis. This includes periodic inspection throughout the day of moleboard for blade wear. During and after storms and when ground is frozen or when pushing snow and ice from oil. **THIS IS A MUST!!** Any unusual condition should be reported immediately to the Highway Supervisor.
2. Grading surface areas.
3. Grading gravel placed by the gravel crew on the day it is placed.

4. Maintain smooth driveway and field approaches. Also, where two patrol sections meet, remove the ridges that are created by turning.
5. Assist grading crew in preparing for and finishing of new grades.
6. Back slope any fields that are requested by land owners in order to remove the hazard of a sharp bank. This work is to be done as close to the right of way as is practical.
7. Report to Highway Supervisor all requests by landowners for field entrances or driveways.
8. Keeping in mind that drainage problem can arise by improper location. Keep all drainage structures cleaned. This is especially important of dry weeds in the fall and weeds in the handrails. Also, weep holes in concrete structures. Make periodic inspections of all drainage handrails. Make periodic inspection of all drainage structures for damage or unsafe features. Assist in culvert and bridge repair as needed and install, maintain, and remove snow fence.
9. Report any unusual road conditions to Highway Supervisor.
10. Remove all warning flags as soon as they are no longer needed. Leaving them defaults the purpose they were placed for.
11. Keep all large rocks from traveled road surface. This is one of the hardest jobs due to the amount of rock in some areas, but must be done. This can be helped by working these short areas and high blade the larger rock in the barrow.
12. Maintain all warning and guide signs in well-kept manner. All signs should be placed so that the slopes can be drug without having to pull out around them. Weeds must be cut around all signs to they are always visible.
13. Road laborers must report all down signs to the Highway Supervisor. If sign or post is able to be repaired by the employee at time of notification, it is then the responsibility of the employee to do the repair.
14. Road Laborers will be responsible for the general maintenance and minor repair of equipment assigned to them and also will be responsible for the general maintenance and the cleaning of shop and yard area.
15. Employee will be expected to work in other than your assigned areas at various times at the discretion and direction of your Highway Supervisor. You will at all times need help at your area and this can be done by arranging with an adjourning employee. At all times the Highway Supervisor must be advised of your plans and when helping in other locations. (IE: communicating with Highway Supervisor via phone or text etc.)
16. All accidents (employee or vehicle) should be reported immediately to Highway Supervisor.