



JOB DESCRIPTION

JOB TITLE: Lead Road Maintenance Operator

JOB CODE: 2445

DEPARTMENT: Public Works – Road Division

FLSA STATUS: Non-Exempt

REPORTS TO: Maintenance Operations Superintendent

SUMMARY OF JOB PURPOSE

Under general supervision, leads the Road Maintenance Operator – Seniors' and Road Maintenance Operators in a variety of skilled maintenance and construction work on County-owned highways, roads, secondary roads, auxiliary structures, road markings and signs and rights-of-way in accordance with all safety regulations and procedures.

ESSENTIAL FUNCTIONS

1. Directs work of others on crew; makes decisions in the field regarding employee and public safety concerns; provides training to new operators regarding more difficult tasks; provides input to Maintenance Operations Superintendent during the preparation of employee performance evaluations to ensure accurate and meaningful feedback/coaching; Participates in the interview and hiring process.
2. Assists the Maintenance Operations Superintendent in developing, justifying and administering the budget for the Road Division; assists with the purchasing and accounting of property, equipment and supplies for the Road Division. Advises the Maintenance Operations Superintendent on matters concerning road related activities, and furnishes technical advice on road projects, and related problems.
3. Conducts periodic surveys of roads and related appurtenances to evaluate and identify maintenance repair needs and timing; assists in the development of schedules and priorities, reviews and adjusts schedules to meet work load demands and emergency conditions; makes work assignments to road crews in accordance with established priorities and schedules.
4. Operates a variety of trucks and heavy equipment to construct, repair and maintain roads, properties and structures, in accordance with all safety regulations and procedures; hauls materials, and transports vehicles and equipment to job sites using various trucks and transporters; clears County roadways of snow and applies sand, as necessary.
5. Performs traffic control activities, as needed, and observes roadway courtesies; follows safety regulations on all work zone and flagging sites, including placing barricades and cones; reports safety hazards and traffic problems; performs tasks in the interest of public safety and property protection during emergencies.
6. Repairs roadway surface failures and potholes; seals cracks in pavement, maintains secondary roads, shoulders, and grades; waters and rolls gravel; sweeps and cleans roads as necessary; transports materials to work site and completes required daily logs and reports.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Maintains drainage systems, including flow lines, curb and gutter, drop inlets, and culverts; installs culverts at proper elevation to insure efficient flow of water in all drainage appurtenances; clears and removes litter/weeds from roadside drainage.
8. Inspects, cleans, and performs routine maintenance work on all road-utilized equipment; identifies and reports mechanical problems requiring additional repair.
9. Performs routine pavement markings, painting, and maintenance; performs manual labor assignments as needed.
10. Oversee the installation and maintenance of all County-owned road signage and road markers in accordance with public safety, MUTCD, County, State and Federal laws; responsible for ordering inventory and stocking inventory for the maintenance of road signs, maintains thorough inventory of all road signs and their locations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED), five (5) years of experience in road construction, repair, and maintenance plus 3 years experience as Road Maintenance Operator – Senior with Douglas County.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively in one-on-one and small group situations to the general public and/or employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Highly experienced and proficient in the knowledge of the functions, characteristics, and proper use and care of common hand and power tools such as shovels, pickaxes, and jackhammers; proper operation of heavy and light power-driven road construction equipment such as backhoes, graders, front end loaders, dump trucks, etc.; proper safety precautions and procedures for operation of equipment, setting up a job site, and performing work tasks; established policy, procedures, and departmental regulations relating to the maintenance, repair and construction of roads and road

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appurtenances; skill in performing manual work such as digging, asphalt raking and mixing, and forming and finishing concrete.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Nevada Commercial Driver's License, Class CDL-A, with an acceptable driving record and a T-Tankers endorsement; current Flagging and Work Zone Safety Certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in work zones on, or around city, state, and county roadways, maintenance facilities, and outside environments with exposure to inclement weather; may be exposed to fumes and airborne particles, moving mechanical parts, and toxic or caustic chemicals; the noise level in the work environment is usually loud; employee is occasionally exposed to high precarious places and risks of electrical shock and/or vibrations.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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