

**BUFFALO COUNTY  
JOB DESCRIPTION**

**POSITION TITLE:** Maintenance Worker III

**DEPARTMENT:** Highway Department

**REPORTS TO:** Highway or Assistant Highway Superintendent and Foremen

**PURPOSE OF POSITION:**

Operate medium and heavy construction and maintenance equipment and drive truck

**Essential Functions:**

- Check tires, oil, lubricant, water levels, lights and fuel in trucks or equipment
- Operate graders, excavators, scrapers, dozers, rollers, large front-end loaders, crane, semi-trailer trucks, snowplows and similar equipment in various assignments
- Operate motor grader in construction and maintenance of roads
- Cut and remove trees, install culverts
- Clean ditches, culverts, etc.
- Perform routine and minor maintenance, repairs on equipment may also assist in major repair of equipment
- Complete simple operating and time sheet reports
- Use welder as incidental part of work

**Essential Knowledge, Experience and Abilities:**

- Knowledge of mechanical operation of diesel and gas powered equipment
- Knowledge of hazards of the work and safety precautions to be taken
- Ability to maintain routine repairs to equipment
- Ability to supervise work of others as a lead man
- Thorough knowledge of maintenance, repair and construction work
- Ability to take oral and written instructions from Highway Superintendent, Assistant or Foremen
- Ability to interact and get along well with others
- Thorough knowledge of equipment maintenance and perform maintenance requirements
- Thorough knowledge of methods, materials and equipment used in construction and maintenance of roads, streets, bridge and drainage facilities
- Thorough knowledge of Federal and State Laws pertaining to road and bridge items
- Ability to establish and maintain effective working relationships with other employees, agencies and the public
- Thorough knowledge and Experience with modern office practices
- Thorough knowledge of County policies, rules, and regulations
- Thorough knowledge of and experience in utilizing a variety of computer systems, hardware, and software packages
- Ability to maintain confidentiality of all departmental documents and transactions

- Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established procedures and policies
- Ability to communicate effectively, both orally and in writing
- Ability to understand and follow both oral and written instructions
- Ability to perform accurate mathematical calculations such as addition, subtractions, multiplication, and division using a calculator, ten-key adding machine or manual calculation
- Ability to maintain cooperative working relationships with fellow employees, supervisors, governmental officials, and the general public.
- Ability to handle and respond to complaints and grievances
- Ability to perform assignments with accuracy and attention to detail
- Ability to communicate with the public on a daily basis
- Ability to communicate with landowners in a positive manner
- Ability to communicate with employees regarding tasks that need completed
- Ability to communicate with other departments when working on projects together
- Ability to problem solve and reason
- Ability to read and interpret blueprints
- Ability to work effectively in stressful situations
- Thorough knowledge of the English language and proper grammar, spelling, and punctuation
- Ability to use telephone and two-way radio systems

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

- High school diploma or equivalent. Any combination of equivalent education and/or work experience may be considered if substantially related to the detailed job requirements of this position.
- At least 2 years' experience in the operation of medium and heavy equipment and trucks
- Commercial Driver's License with Class A with endorsements

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

- Must be able to carry, stand, drive, kneel, speak, squat, hear, climb, walk, sit, reach, and pull on a regular basis
- Must be able to stand or walk for an entire day.
- Must be able to lift up to 80 pounds unassisted
- May be exposed to fumes, hazards, dirt, heat/cold, chemicals, noise and toxins

**Essential Attendance and Availability Requirements**

- Must have regular attendance
- Must be punctual
- Must have the ability to work overtime when necessary
- Must have the ability to work on weekends when necessary
- Must have the ability to work on holidays when necessary
- Must have the ability to work at the job site
- Must have the ability to travel
- May work indoors or outdoors in any type of weather