**Maintenance Tech III**

**Walsh County Highway Department**

**Full Time, Non-Exempt**

SCOPE OF WORK:

Employees in this position are responsible for maintaining county highways and roads.

DUTIES PERFORMED:

* Primary responsibility will be operation of Motor Grader.
* Participate in regular snow and ice removal (snow-plow or motor grader) and road maintenance activities. Including dump and spread gravel on county roads. Repair roadway surfaces by blade and hand patching, crack pouring and roadway sealing.
* Mow ditches with tractor and wing mower.
* Operate a variety of large equipment including loaders, backhoes, excavators, dozers as well as a variety of hand tools.
* Operate single & tandem axle trucks as well as semi tractors with a variety of trailers.
* Determine appropriate procedures, processes or methods to best accomplish the task.
* Helps to install and maintain signage on county roadways.
* Participate in skilled trades on the construction, remodel or upkeep of county buildings.
* Perform regular maintenance and minor repairs of highway equipment.
* Maintain accurate logs and records of activities.
* Comply with established safety regulations and procedures.

MINIMUM QUALIFICATIONS

Requires high school diploma or GED and experience operating heavy equipment with proficiency operating an excavator. Vocational education or specialized training may be substituted or combined with experience on a year-to-year basis. A valid North Dakota CDL driver’s license with air brakes is preferred, a class B license with air brakes or ability to obtain a class A is also required. Must have Class A within 6 months.

CLASS EVALUATION:

Technical Knowledge:

* Requires knowledge of equipment maintenance and general construction/maintenance processes, procedures and methods.
* Requires considerable specialized knowledge, skill and ability with heavy equipment operation.
* Requires work experience in duties similar in type and complexity to those performed at this level.
* Operation of cutting torch and welder.
* Basic computer knowledge of Microsoft Office, and record keeping to include time sheets, work orders, track invoices.

Management Breadth:

* Ability to track and record all site activities.
* Ability to train others and work with others.

Physical Requirements:

* Ability to lift weights frequently over 50 pounds. Will need to get assistance for lifting some loads.
* Walk (move, traverse) frequently, often carrying and placing loads requiring bending and twisting.
* Climb (stairs, ladders, into equipment) or balance frequently.
* See (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess) Constantly
* Talk and hear (communicate, detect, converse with, discern, convey, express oneself, exchange information) Constantly
* Reach often with loads or tools (hand, power)

Interpersonal Skills:

* Requires a high degree of written and/or verbal communication skills in dealing with other employees or the general public.
* Ability to follow instructions and respond to management direction.

Guidelines:

* General guidelines exist.
* Requires judgment in selecting appropriate guidelines.
* Interpretation/adaptation of guidelines is required for specific cases/problems.
* Attendance/Punctuality consistently at work on time.

Mental Challenges:

* Duties are defined in general terms and may vary depending on circumstance.
* A variety of unrelated procedures are provide for performing duties under varying circumstances.
* Ability to add, subtract, multiply and divide in all units of measure, including whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
* Analyzing circumstances to select appropriate procedure to use is necessary.
* Situational awareness (ability to see dangers and safety concerns).

Independence of Action:

* Instructions are given in general terms.
* Duties include deciding methods and details to complete tasks.
* Duties include utilizing established policies and practices in strategy development and problem solving.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
* Must be able to choose appropriate work procedure from available choices as necessary.
* Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Control of Budget Dollars:

* None.

Effect on Decisions:

* Indirect effect – activities provide analysis, recommendation or advice used by others in making decisions.

Hazardous Working Conditions:

* Work includes exposure to hazardous conditions resulting in a risk of serious physical injury requiring medical attention and some lost time from work.
* Exposure occurs on a seasonal, periodic or similar intermittent basis.
* Requires reporting to work within 30 minutes, after hours, on weekends, and holidays during emergency events.

May be called in to work during off hours due to extreme weather/climate conditions. This position will occasionally have overnight travel out of the county for required training purposes. Employment of the selected candidate will be contingent on satisfactorily completing the interview process and the required drug test, reference check, and driving records check with current and previous employers with the past three years.

*This job description is not intended to be a complete list of duties, skills, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in meeting the performance standards of this position.*