



# UMATILLA COUNTY POSITION DESCRIPTION



**Department:** *Public Works*  
**Position Title:** *Maintenance I or II  
(Stanfield Area)*

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** \_\_\_\_\_ **Salary Range:** DOQ  
**Union Covered:** Yes **BOLI Exempt:** No

### GENERAL DESCRIPTION OF POSITION

This position is dispatched out of the Stanfield shop. Including but not limited to operation, general maintenance and service of county trucks, pups, trailers and various County equipment. Transporting of equipment, general labor and any other position duties as listed below.

### SUPERVISORY RELATIONSHIPS

This position will report to and operate under the direct supervision of the Stanfield Road Crew Foreman as well as the road crew lead person in charge of the Stanfield area.

### PRINCIPAL DUTIES OF POSITION

Duties include but are not limited to as follows:

- Safe/Controlled operation of trucks and County equipment.
- General Service and maintenance of assigned equipment.
- Expedite to the best of his/her ability the earliest possible start time on the project for that day after reporting at the beginning of the shift.
- Assist and/or perform minor repairs to assigned equipment.
- Maintain a safe, clean work area, personal and public safety is a priority.
- Fill in on other crews and jobs when necessary as directed.
- Establish and maintain a harmonious working relationship with other employees and general public.
- Work as directed by the immediate supervisor in accordance with the bargaining agreement and County policy.

### OTHER DUTIES OF POSITION

This position shall also perform other duties and responsibilities as may be assigned by the Public Works Director or a Supervisor.

### REQUIREMENTS FOR POSITION

- Must possess a high school diploma or equivalent.
- Maintenance I- Must possess a current valid driver's license with 12 months to possess a current valid Oregon Commercial Driver's License upon employment.
- Maintenance II- Must possess a current valid Oregon Commercial Driver's License.
- Must have considerable knowledge of the tools, equipment, methods, materials and procedures used in road construction and maintenance.
- The ability to perform strenuous manual tasks and to withstand exposure to variable weather conditions.
- Must be skilled in operation, maintenance and servicing various types of equipment such as that used by Umatilla County.
- During emergency situations such as flood or blizzard he/she must be willing to perform the job/task necessary as directed with available equipment during whatever shift or hours necessary.

### **SPECIAL QUALIFICATIONS**

#### **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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

#### **TOOLS AND EQUIPMENT USED**

Dump Truck W/Pup trailer, Motor Grader, Wheel Loader, Backhoe, Excavator, Power Broom, Tractor W/ Mower, Transport, Belly Dump, Snow Plow, Sander, Various hand tools such as Shovel, Hammer, wrenches, air tools, concrete tools, Welder, Grinder's, chain saws as well as any other equipment or tools the road department finds necessary for the maintenance operations of roads, bridges and other road department facilities or equipment.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works outdoors in all weather conditions, it is incumbent on the employee to report for work with appropriate clothing for the conditions. Basic safety items such as gloves, ear plugs, dust masks and eye/face protection will be provided by the employer; the employee rarely works inside. The noise level in the work environment can be high,

hearing protection is supplied and use is required.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date