Jefferson County
Position Description

Name: **Department:** Highway

Position Title: Maintenance Worker III **Pay Grade:** 6 **FLSA:** Non-exempt

Date: November 2026 **Reports To:** Construction Superintendent

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Purpose of Position

The purpose of this position is to perform a variety of road maintenance, repair and construction tasks to maintain safe Jefferson County roadways for the traveling public.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operates a variety of light and heavy road maintenance and construction equipment, and tools to perform road surface and shoulder maintenance such as paving, shouldering, grading, sweeping, sealcoating, patching, striping, snow removal and drift control, and de-icing applications.
- Performs shoulder to right-of-way maintenance such as removing debris and hazards, cutting brush and trees, mowing roadsides, and vegetative management.
- Inspects, installs, replaces, and maintains culverts and drainage. Cleans out streams, lakes, ditches, catch basins, inlets, and other drain structures; clears debris.
- Prepares sites for work and clears hazards.
- Maintains, repairs, and replaces roadside structures such as guardrails, road markings, bridge decks, snow and security fences, and signs.
- Performs routine, preventative maintenance and cleaning of vehicles and equipment. Monitors equipment operating condition, identifies concerns, and reports issues to supervisors. Cleans or lubricates vehicles, machinery, equipment, instruments, tools, work areas, and other objects, using hand tools, power tools, and cleaning equipment.
- Performs winter maintenance, snow removal, and shop maintenance.
- Transports heavy equipment and loads/hauls materials to jobsites.
- Conducts traffic control, establishes work zones and signage, and flags traffic.
- Assists in clean-up of hazardous spills, accident scenes, and natural disasters.
- Assists crews in sandblasting, setting up or finishing concrete, when needed.
- Interacts positively with general public and property owners.
- Operates a variety of other equipment and hand tools such as mowers, chainsaws, mechanical hammers, hoists, drills, cement saws, woodchippers, wrenches, shovels, rakes, welding equipment.
- Tracks and records labor, machinery, and materials on all assigned projects.
- Lays seed and sod, mulch, performs landscaping, planting of trees, and mowing.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Operates a variety of heavy equipment including E1 equipment (backhoe, grader, dozer, paver, chip spreader and shoulder machine) and E2 equipment (roller, loader-backhoe, end loader, drill truck operator, hi-lift operator).
- Performs facility buildings and grounds maintenance and custodial tasks, when needed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required with three years related experience and/or training; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Technical college training in mechanics, welding, construction, or other related fields and four years related experience and/or training.

Other Requirements – Certificates/Licensures
Class B Commercials driver's license – (Required)
Class A Commercial driver's license with N (Tank Vehicle) endorsement – (Preferred)

Knowledge, Skills, Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as proportions, percentages.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to operates a variety of heavy equipment including E1 equipment (backhoe, grader, dozer, paver, chip spreader and shoulder machine) and E2 equipment (roller, loader-backhoe, end loader, drill truck operator, hi-lift operator).
- Ability to operate a variety of other equipment and hand tools such as mowers, chainsaws, mechanical hammer/drills, cement saws, wood chippers.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictable carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to record and log information.
- Knowledge of hazards and safety rules and precautions in heavy equipment operation.
- Knowledge of materials, tools, equipment, safety hazards and precautions common to the assigned area of responsibility.
- Knowledge of rules, regulations, policies and procedures relating to area of assignment.
- Knowledge of safe, efficient operation of assigned equipment and observance of traffic laws and regulations.
- Knowledge of County Roads, landmarks and routes.
- Knowledge of work zone safety, traffic control and flagging.
- Skill in operation of computers and computer applications for departmental operations.

Supervision
None.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

Work Environment

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

While performing the duties of this position, the employee is exposed more than two thirds of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective equipment.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Date

_____ _____

Supervisor Date

_____ _____

Human Resources Date

_____ _____