

# **HIGHWAY MAINTENANCE SPECIALIST**

## **JOB PURPOSE AND SUMMARY**

Employees in this classification perform semi-skilled and skilled physical labor in operating complex medium weight equipment and in performing work in specialized areas contributing to the maintenance and repair of County roadways and bridges. The equipment or specialized areas of assignment at this level are distinguished from the Maintenance Worker level by the equipment complexity and variety and difficulty of work performed.

The equipment is operated and functions are performed with minimum supervision requiring use of independent judgment. Work may be reviewed while in progress or upon completion. Employees are expected to perform job duties outdoors in all types of inclement weather.

## **CLASSIFICATION DISTINCTIONS**

This is semi- skilled work within the Highway Maintenance job family which also includes (in rank order lowest to highest) Highway Maintenance Worker, Heavy Equipment Operator, Traffic Control Technician, Technical Services Analyst, and Crew Chief. The entry level position in this job family is Highway Maintenance Worker with the Specialist position being the second level of progression within the job family. Incumbents in this job family receive training for the higher level positions by using their job seniority to bid into training programs that will prepare them for future vacancies.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

Employees within this classification perform work and/or operate equipment within one of the following functional areas. When not performing work in one of the specifically assigned functional areas, Maintenance Specialists may be required to perform any of the duties of the Maintenance Worker classification. The content of the Maintenance Worker description is, therefore, applicable to the Specialist and is considered to be incorporated within this description.

- **Oil Distributor:** Operate oil distributor laying oil on roadway as a part of road sealing activities. In preparation for oiling, the operator must light burners for heating oil, check gauges for temperature, set computer dials for oil distribution following determination of road width and other site-related data. While distributing oil the operator checks gauges, monitors usage, observes equipment to insure even distribution, and checks distance oiled. Following distribution, operator fills oil tank, cleans and replaces sniveys, checks and cleans equipment, performs minor adjustments, records oil intake and usage, and refills propane tank for the burner.

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- **Vactor Truck:** A tandem-axle combination vacuum unit and high pressure flushing truck, requiring two operators at the Highway Maintenance Specialist level, for cleaning catch basins, dry and wet wells, vaults, culverts, storm lines, and sanitary sewer pump stations. One operator manipulates a spray wand or uses a shovel or other implement to loosen debris; the other operator positions and secures the suction tube. Operators safely and efficiently perform high pressure flushing for removing sediments and cleaning storm lines and culverts. Operates hydro-excavate attachment.
- **Rubber-tired Backhoe/Mini-excavator:** Operate a rubber-tired backhoe/mini-excavator which involves the safe operation of the boom. Activities include ditching, excavating a trench for utility installation, loading trucks, etc.
- **Ten Yard Trucks:** Operate a ten yard truck which involves loading and unloading a variety of materials such as asphalt, dirt, sand, rocks and gravel, and distributing materials while driving in reverse. Additionally, operators pull a pup trailer, operate mechanical sanders, plow snow, etc.
- **Oil Transports/Lowboy:** Haul oil transport trailer to oil products plant, hook up to fill tanker, checking pumps and gauges. Transport filled tanker to Maintenance Shops area, unhook, drop landing gear and set-up hoses. Lowboy operator moves pieces of heavy equipment to various worksites, loads and unloads this equipment.
- **Mowers:** Routinely mow County medians and rights-of-way using self-propelled five (5) foot side shoulder mower. Clear grass accumulation and change blades as necessary. Provide routine maintenance to the mower including twice daily greasing.
- **Specialty Service Crew:**
  - **Asphalt/Guardrail:** Clean and prepare the road, spread asphalt with the self-propelled paver, smoothes the surface through raking and compact the materials using roller or plate compactor. Apply sealant in various types of roadway cracks. Repair and construct appropriate guardrail sections.
  - **Vacuum Sweeper:** Clean County streets using a vehicle equipped with a vacuum mechanism coupled with sweeping equipment. Work involves controlling levers to adjust vacuum height; driving among traffic, parked cars and other obstacles using right-hand steering; and emptying hopper of collected debris. Provide routine maintenance to the sweeper.
  - **Drainage:** Locates and maintain the functionality of Clark County's storm water drainage systems, and prevent these systems from becoming pollutant sources. Drainage systems include manholes, drywells, storm pipes, outfalls and roadside ditches. Additionally, per the NPDES permit, must inspect, track, inventory, map and maintain the aforementioned drainage systems.

- **Water Quality:** Maintain, repair and improve stream channels, wetland areas, and stormwater treatment facilities (detention/retention/infiltration basins, bio-filter swales/strips and cartridge filter vaults/manholes/catch basins) and all other objects associated within treatment area. Record and perform limited inspection of storm water treatment facilities, catch basins, storm sewer pipes, manholes, control structures, drywells, and oil water separators. Respond to emergency spills. Establish proper grade, setting up laser, applying Best Management Practices, interpret plans and specifications of storm water facilities and update maps. Instruct and direct offender work crews and/or temporary employees. Install and maintain structures such as fences, gates, access roads, signs, maintain records of maintenance, inspections and repairs as required.

## **QUALIFICATIONS**

### **Education and Experience:**

- Minimum two years of experience involving highway maintenance; landscape construction and/or maintenance or any other labor intensive work experience that directly involves the skills required to operate work related machinery, small tools, power tools, vehicles, or equipment.
- Successful completion of the applicable training program.
- Must have a State of Washington Flagger's Card.
- Must possess a valid motor vehicle operator's license.
- Must have a Commercial Driver's License (CD) with applicable endorsements required to perform the work.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of:** the safe and efficient operation of the assigned equipment, including any specialized tasks within the functional area to which the employee is assigned, methods of roadway maintenance and repair, mechanical aspects of assigned equipment allowing for effective provision of routine maintenance and minor repair.

**Ability to:** read, write and perform mathematical computations; perform heavy laboring tasks for extended periods in unfavorable weather conditions such as extreme heat or cold in a safe and efficient manner; work independently with limited supervision; respond to questions, complaints, and requests for service from the general public in a courteous manner; understand and follow oral and written instructions and prepare written reports and schedules; instruct temporary workers, offender crews and volunteers in performing tasks; operate assigned equipment in a

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safe and efficient manner; work effectively as part of a team, apply safety standards and procedures in the operation of equipment and performance of tasks.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Incumbents typically work in an outdoor setting in varied weather conditions operating industrial equipment, with some time spent inside the cab of the equipment away from adverse weather conditions. Must have the ability to navigate on uneven terrain, bend, crouch, reach, and lift up to 50 lbs. on a regular basis. Weights up to 100 lbs may be encountered, requiring proper lifting techniques. Adverse conditions include frequent noise and occasional exposure to temperature extremes, exposure to industrial equipment, chemicals, and noxious odors/fumes.

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