



**WASHINGTON COUNTY, ARKANSAS**  
**County Courthouse**

**MEETING OF THE**  
**WASHINGTON COUNTY QUORUM COURT**  
**PERSONNEL COMMITTEE**

Monday April 11, 2022  
5:30 P.M.

Washington County Quorum Court Room

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Robert Dennis  
Willie Leming  
Shannon Marti

Lisa Ecke - Chair

Butch Pond – Vice-Chair  
Evelyn Rios Stafford  
Shawndra Washington

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**A G E N D A**

1. **CALL TO ORDER AND WELCOME**

2. **PRAYER AND PLEDGE**

3. **ADOPTION OF AGENDA**

At the beginning of each meeting, the agenda shall be approved. Any JP may request an item be added or removed from the agenda subject to approval of the Committee.

4. **CHAIRMAN'S REPORT**

5. **AN ORDINANCE ADOPTING AND ESTABLISHING THE COUNTY ROAD DEPARTMENT SALARY ADMINISTRATION PROGRAM IN THE COUNTY ROAD DEPARTMENT BUDGET FOR 2022; AND, APPROPRIATING THE TOTAL AMOUNT OF \$707,347.49 FROM THE UNAPPROPRIATED RESERVES IN THE ROAD FUND TO VARIOUS LINE ITEMS IN THE ROAD DEPARTMENT BUDGET FOR 2022** Item 22-O-048 (5.1-5.2)

6. **PUBLIC COMMENT**

Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.

7. **ADJOURNMENT**

**ORDINANCE NO. 2022-**

**APPROPRIATION ORDINANCE**

**BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:**

**AN ORDINANCE ADOPTING AND ESTABLISHING THE COUNTY ROAD DEPARTMENT SALARY ADMINISTRATION PROGRAM IN THE COUNTY ROAD DEPARTMENT BUDGET FOR 2022; AND, APPROPRIATING THE TOTAL AMOUNT OF \$707,347.49 FROM THE UNAPPROPRIATED RESERVES IN THE ROAD FUND TO VARIOUS LINE ITEMS IN THE ROAD DEPARTMENT BUDGET FOR 2022.**

**WHEREAS**, pursuant to A.C.A. § 14-14-1206, the Quorum Court is to fix by ordinance the number and compensation of all county employees; and,

**WHEREAS**, to be competitive with similar skilled positions in this area, to reward the time sacrifices and dangerous work to keep our citizens safe, and to recognize the importance of the County’s retention of well-trained and qualified Road employees, the Quorum Court desires to adopt a salary administration program for all Road Department employees, thereby removing them from the existing salary administration program.

**NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF WASHINGTON COUNTY, ARKANSAS:**

**ARTICLE 1.** The Road Department Salary Administration program, Attached hereto as “Exhibit A” is adopted and incorporated by reference.

**ARTICLE 2.** All non-salaried positions in the Road Department shall receive an increase in pay upon the completion and promotion as stated in the program.

**ARTICLE 3.** The Road Superintendent, Assistant Road

42 Superintendent, Field Superintendent, and Supervisors shall be paid based on a pay  
43 range structure with a minimum, midpoint, and maximum, with the employee's years of  
44 experience and job performance being used to determine his/her annual salary as a  
45 percentage to the midpoint.

46  
47 **ARTICLE 4.** The Quorum Court shall reevaluate the salary  
48 program in even-numbered years and make cost of living adjustments to be effective  
49 every odd numbered years.

50  
51 **ARTICLE 5.** There is hereby appropriated the total amount  
52 of \$707,347.49 from the unappropriated reserves in the Road Fund (2000) to various line  
53 items in the Road Department Budget (2000) for 2022:

54			
55	Salaries Full Time	20000200.1001	\$ 575,219.56
56	Social Security Matching	20000200.1006	44,004.30
57	Emp. Retirement Contribution	20000200.1008	88,123.64
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JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

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67 \_\_\_\_\_  
BECKY LEWALLEN, County Clerk

68  
69 Introduced by:  
70 Date of Adoption:  
71 Members Voting For:  
72 Members Voting Against:  
73 Members Abstaining:  
74 Members Absent:

75  
76  
77 Committee History:  
78 Quorum Court History:

TIME IN SERVICE/EXP	EQ-1	EQ-2	EQ-3	EQ-4	EQ-5	EQ-6	EQ-7	EQ-8	EQ-9		ADM-1	ADM-2
2 or less	\$ 14.95	\$ 15.45	\$ 16.22	N/A	N/A	N/A	N/A	N/A	N/A		\$ 14.84	N/A
Over 2	\$ 14.95	\$ 15.95	\$ 16.72	N/A	N/A	N/A	N/A	N/A	N/A		\$ 15.31	N/A
Over 3	\$ 14.95	\$ 15.95	\$ 17.22	\$ 17.61	N/A	N/A	N/A	N/A	N/A		\$ 15.78	N/A
Over 4	\$ 14.95	\$ 15.95	\$ 17.61	\$ 18.11	\$ 20.61	N/A	N/A	N/A	N/A		\$ 16.25	N/A
Over 6	\$ 14.95	\$ 15.95	\$ 17.61	\$ 18.61	\$ 21.11	N/A	N/A	N/A	N/A		\$ 17.19	\$ 21.25
Over 8	\$ 14.95	\$ 15.95	\$ 17.61	\$ 19.11	\$ 21.61	\$ 22.11	N/A	N/A	N/A		\$ 18.13	\$ 22.81
Over 10	\$ 14.95	\$ 15.95	\$ 17.61	\$ 19.61	\$ 22.11	\$ 22.61	\$ 23.11	\$ 24.11	N/A		\$ 19.06	\$ 23.75
Over 12	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 22.61	\$ 23.11	\$ 23.61	\$ 24.61	\$ 28.61		\$ 20.00	\$ 24.69
Over 14	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 23.11	\$ 23.61	\$ 24.11	\$ 25.11	\$ 29.86		\$ 20.94	\$ 25.63
Over 16	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 23.61	\$ 24.11	\$ 24.61	\$ 25.61	\$ 31.11		\$ 21.88	\$ 26.56
Over 18	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 24.61	\$ 25.11	\$ 26.11	\$ 32.36		\$ 22.81	\$ 27.50
Over 20	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 25.61	\$ 26.61	\$ 33.61		\$ 23.75	\$ 28.44
Over 22	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 26.11	\$ 27.11	\$ 33.93		\$ 24.69	\$ 28.44
Over 24	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 26.61	\$ 27.61	\$ 34.24		\$ 24.69	\$ 28.44
Over 26	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 27.11	\$ 28.11	\$ 34.55		\$ 24.69	\$ 28.44
Over 28	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 27.11	\$ 28.61	\$ 34.86		\$ 24.69	\$ 28.44
Over 30	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 27.11	\$ 28.61	\$ 34.86		\$ 24.69	\$ 28.44
Over 32	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 27.11	\$ 28.61	\$ 34.86		\$ 24.69	\$ 28.44
Over 34	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 27.11	\$ 28.61	\$ 34.86		\$ 24.69	\$ 28.44
Over 36	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 27.11	\$ 28.61	\$ 34.86		\$ 24.69	\$ 28.44
Over 38	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 27.11	\$ 28.61	\$ 34.86		\$ 24.69	\$ 28.44
Over 40	\$ 14.95	\$ 15.95	\$ 17.61	\$ 20.11	\$ 24.11	\$ 25.11	\$ 27.11	\$ 28.61	\$ 34.86		\$ 24.69	\$ 28.44

TIME IN SERVICE/EXP	ME-1	ME-2	ME-3	ME-4	ME-5
2 or less	\$ 20.91	N/A	N/A	N/A	N/A
Over 2	\$ 20.91	N/A	N/A	N/A	N/A
Over 3	\$ 20.91	N/A	N/A	N/A	N/A
Over 4	\$ 20.91	\$ 21.56	N/A	N/A	N/A
Over 6	\$ 20.91	\$ 22.20	N/A	N/A	N/A
Over 8	\$ 20.91	\$ 22.83	\$ 23.53	N/A	N/A
Over 10	\$ 20.91	\$ 23.53	\$ 23.85	\$ 27.81	N/A
Over 12	\$ 20.91	\$ 23.53	\$ 24.51	\$ 28.53	N/A
Over 14	\$ 20.91	\$ 23.53	\$ 25.20	\$ 29.19	N/A
Over 16	\$ 20.91	\$ 23.53	\$ 26.14	\$ 29.84	\$ 30.50
Over 18	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 31.13
Over 20	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 31.75
Over 22	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 32.69
Over 24	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 34.25
Over 26	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 35.19
Over 28	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 36.13
Over 30	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 37.06
Over 32	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 37.06
Over 34	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 37.06
Over 36	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 37.06
Over 38	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 37.06
Over 40	\$ 20.91	\$ 23.53	\$ 26.14	\$ 30.50	\$ 37.06

Title	Salary MIN.	96% of Market	Market Rate	Salary Max.
<b>SUPERVISOR</b>	\$51,283.00	\$59,976.96	\$62,476.00	\$70,175.04
<b>FIELD SUPERINTENDENT</b>	\$59,660.64	\$63,638.00	\$66,289.60	\$72,918.56
<b>ASSISTANT SUPERINTENDENT</b>	\$62,361.00	\$75,781.00	\$78,938.00	\$103,410.00
<b>ROAD SUPERINTENDENT</b>	\$77,347.00	\$93,992.00	\$97,908.00	\$128,260.00

Salary rates are based on year end evaluation and development scoring. Salary will be reviewed yearly based on these conditions. Salary may fluctuate less or more than current pay but not to exceed salary max.

**Pay Scale Shall be reviewed once every 3 years to maintain competitive scale to industry.  
Pay scale will be adjusted yearly based on the Federal COLA increase.**

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided (See Explanations)						
	A	B	A	B	C	D	E	A		B		C		
	3 Level	5 Level	7 Level	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	PERFORMANCE	KNOWLEDGE	PERFORMANCE	KNOWLEDGE	PERFORMANCE	KNOWLEDGE
<b>1. Civil Engineer (CE) Common Core Concepts Courses</b>														
1.1. Accomplish CE 5-Level Core Concepts Course		*							-	-	2	B	4	D
1.2. Accomplish CE 7-Level Core Concepts Course			♦								3	C	4	D
<b>COMPUTE MATERIAL REQUIREMENTS FOR:</b>														
5.3.2. Subgrade/Base course		*							1	A	4	B	3	D
5.3.3. Asphalt (hot and cold mix)		*							1	A			4	D
5.3.4. Concrete		*							2	A	4	B	4	C
<b>6. Powered AND Safety Equipment</b>														
6.1. Eye protectors	*								4	D	4	D	4	D
6.1.2. Ear protectors	*								4	D	4	D	4	D
6.1.3. Safety helmets	*								4	D	4	D	4	D
6.1.4. Respirators	*								4	D	4	D	4	D
6.1.5. Gloves	*								4	D	4	D	4	D
6.1.6. Safety shoes	*								4	D	4	D	4	D
6.1.7. Seat belts	*								4	D	4	D	4	D
<b>6.2. Gasoline Engines</b>														
6.2.1. Components & Theory of Operations	*								4	A	4	D	-	-
6.2.2. Perform operator checks	*								2	B	4	D	-	-
6.3. Small engine malfunctions	*								2	A	2	B	3	C
6.3.1 Troubleshoot small engine malfunctions	*								2	A	3	C	-	-
<b>6.4. Use powered equipment</b>														
6.4.1. Chain saw	*								4	C	4	D	-	-
6.4.2. Generator	*								4	C	4	D	-	-
<b>6.4.3. Air Compressor</b>														
6.4.3.1. Perform Operational Checks	*								2	B	4	D	-	-
6.4.3.2. Perform operator maintenance	*								2	B	4	D	-	-
6.4.3.3. Operate	*								2	B	4	D	-	-
<b>6.4.4. Use air compressor accessories</b>														
6.4.4.1. Pneumatic drill	*								2	B	4	D	-	-
6.4.4.2. Pneumatic hammer with attachments	*								2	B	3	C	4	D
6.4.4.3. Pneumatic tamper	*								2	B	3	C	4	D
<b>6.5. Pump Fundamentals</b>														
6.5.1. Centrifugal	*								3	D	4	D	-	-
6.5.2. Diaphragm	*								3	D	4	D	-	-
<b>7. Earth Moving and Excavation Equipment</b>														
<b>7.1. Dump truck</b>														
7.1.1. Perform operational checks	*								4	D	-	-	-	-
7.1.2. Perform operator maintenance	*								4	D	-	-	-	-

<b>7.2. Operate</b>														
7.2.1. Haul material	*								3	C	4	D	-	-
7.2.2. Dump material	*								3	C	4	D	-	-
7.2.3. Spread material	*								2	C	4	D	-	-
7.2.4. Tow equipment	*								3	C	4	D	-	-
<b>7.2.5. Tailgate</b>														
7.2.5.1. Removal	*								4	D	-	-	-	-
7.2.5.2. Installation	*								4	D	-	-	-	-
<b>7.3. Wheel mounted front-end loader</b>														
7.3.1. Perform operational checks	*								3	C	4	D	-	-
7.3.2. Perform operator's maintenance	*								3	C	4	D	-	-
<b>7.3.3. Operate</b>														
7.3.3.1. Load material into dump truck	*								3	B	3	C	4	D
7.3.3.2. Level area (spread)	*								2	B	3	C	4	D
7.3.3.3. Stockpile material	*								3	B	3	C	4	C
7.3.3.4. Backfill	*								3	B	3	C	4	D
7.3.3.5. Clamshell bucket	*								2	B	3	C	4	C
7.3.3.6. Excavate	*								2	B	3	C	4	D
<b>7.3.4. Operate with forklift attachment:</b>														
7.3.4.1. Load/unload material	*								2	B	3	C	4	C
7.3.4.2. Transport material	*								2	B	3	C	4	C
<b>7.3.5. Move material using:</b>														
7.3.5.1. Boom	*								2	B	4	D	-	-
7.3.5.2. Blade	*								2	B	4	D	-	-
7.3.6. Change attachments on loader	*								4	C	4	D	-	-
<b>7.4. Compact Track Loader (CTL)</b>														
7.4.1. Perform operational checks	*								4	D	-	-	-	-
7.4.2. Perform operator's maintenance	*								4	D	-	-	-	-
<b>7.4.3. Operate using attachments such as:</b>														
7.4.3.1. Bucket		*							2	A	3	C	-	-
7.4.3.1.1. Excavating		*							2	A	3	C	-	-
7.4.3.1.2. Backfilling		*							2	A	3	C	-	-
7.4.3.1.3. Leveling		*							2	A	3	C	-	-
7.4.3.1.4. Load Material		*							2	A	3	C	-	-
7.4.3.2. Impactor		*							1	A	3	B	-	-
7.4.3.3. Forklift		*							1	A	3	B	-	-
7.4.3.4. Earth Auger		*							1	A	3	B	-	-
7.4.3.5. Sweeper		*							1	A	3	B	-	-
7.4.3.6. Wheel saw		*							1	A	3	B	-	-
7.4.3.7. Cold planer		*							1	A	3	B	-	-
7.4.3.8. Asphalt burner		*							1	A	3	B	-	-
7.4.3.9. Concrete mixer		*							1	A	3	B	-	-
7.4.4. Change attachments on CTL		*							1	A	3	B	-	-
7.4.5. Tow equipment		*							2	A	3	C	-	-
<b>7.5. Motorized Scrapers</b>														
7.5.1. Operational checks		*							4	A	4	B	4	D
7.5.2. Operator maintenance		*							4	A	4	B	4	D

<b>7.5.3. Operate</b>														
7.5.3.1. Excavate		*						#	#	2	B	4	D	
7.5.3.2. Haul material		*						#	#	2	B	4	D	
7.5.3.3. Dump material		*						#	#	2	B	4	D	
7.5.3.4. Spread material		*						#	#	2	B	4	D	
<b>7.6. Graders</b>														
7.6.1. Perform operational checks	*							4	D	-	-	-	-	
7.6.2. Perform operator maintenance	*							4	D	-	-	-	-	
<b>7.6.3. Perform grader operations such as:</b>														
7.6.3.1. Ditching	*							1	B	3	C	4	D	
7.6.3.2. Sloping banks		*						2	B	-	-	4	D	
7.6.3.3. Spreading material	*							2	B	3	D	4	D	
7.6.3.4. Leveling materials	*							2	B	3	C	4	D	
7.6.3.5. Maintaining unpaved surfaces	*							1	B	3	C	4	D	
7.6.3.6. Finish grading			♦					#	#	2	B	4	D	
7.6.3.7. Scarifying materials		*						1	A	3	B	3	C	
7.6.3.8. Mixing materials	*							1	A	3	C	-	-	
7.6.4. Blade control devices	*							#	#	3	C	-	-	
<b>7.7. Crawler tractor</b>														
7.7.1. Perform operational checks	*							4	D	-	-	-	-	
7.7.2. Perform operator's maintenance		*						2	B	4	D	-	-	
<b>7.7.3. Perform crawler tractor operations such as:</b>														
7.7.3.1. Stockpiling		*						1	A	3	B	3	C	
7.7.3.2. Leveling		*						1	A	3	B	3	C	
7.7.3.3. Ditching			♦					1	A	3	B	3	C	
7.7.3.4. Ripping		*						1	A	3	B	3	C	
7.7.3.5. Winching		*						1	A	3	B	3	C	
7.7.3.6. Clearing		*						1	A	3	B	3	C	
7.7.3.7. Bank sloping			♦					1	A	3	B	3	C	
7.7.3.8. Tow equipment		*						1	A	3	B	3	C	
<b>8. Material Handling Equipment</b>														
8.1.1. Perform operational checks		*						2	C	3	C	4	D	
8.1.2. Perform operator maintenance		*						2	C	3	C	4	D	
<b>8.1.3. Operate</b>														
8.1.3.1. Couple/uncouple trailer		*						#	#	3	B	4	D	
8.1.3.2. Backing		*						#	#	3	B	4	D	
8.1.3.3. Over the road		*						#	#	3	B	4	D	
<b>8.1.4. Secure and Transport equipment/materials</b>														
8.1.4.1. Load/unload construction equipment		*						#	#	3	B	4	D	
8.1.4.2. Secure construction equipment using chains and binders		*						#	#	3	B	4	D	
8.1.4.3. Load/unload construction material		*						#	#	3	B	4	D	
8.1.4.4. Secure construction materials using cargo straps		*						#	#	3	B	4	D	
8.1.4.5. Utilize dunnage		*						#	#	3	B	4	D	
<b>8.1.4.6. Employ safety principles of:</b>														
8.1.4.6.1. Loading equipment	*							1	B	3	C	4	D	
8.1.4.6.2. Unloading equipment	*							1	B	3	C	4	D	

8.1.4.6.3. Hauling equipment		*						#	#	2	C	3	C
8.1.4.6.4. Adjusting equipment	*							1	B	3	C	4	D
8.1.4.6.5. Loading material	*							1	B	3	C	4	D
8.1.4.6.6. Unloading material	*							1	B	3	C	4	D
8.1.4.6.7. Hauling material		*						#	#	2	C	3	C
<b>8.2. Forklift (FL)</b>													
8.2.1. Perform operational checks	*							4	D	-	-	-	-
8.2.2. Perform operator's maintenance	*							4	D	-	-	-	-
<b>8.2.3. Move material/equipment using:</b>													
8.2.3.1. All Terrain (AT) FL	*							-	-	B	-	-	-
8.2.3.2. Telehandler	*							-	-	B	-	-	-
8.2.3.3. Under 10K FL	*							-	-	B	-	-	-
8.2.3.4. 10K and over FL	*							-	-	B	-	-	-
<b>9. Hydraulic Mobile Crane</b>													
<b>9.1. Rigging and Lifting</b>													
9.1.1.1. Perform load estimation			♦					#	#	#	#	4	D
9.1.1.2. Determine center of gravity			♦					#	#	#	#	4	C
9.1.1.3. Calculate sling requirements (weight, length, angle)			♦					#	#	#	#	4	D
<b>9.1.2. Identify the handling characteristics and inspection</b>													
9.1.2.1. Chains		*						1	A	2	B	3	C
9.1.2.2. Wire rope		*						1	A	2	B	3	C
9.1.2.3. Nylon slings		*						1	A	2	B	3	C
9.1.2.4. Shackles		*						1	A	2	B	3	C
9.1.2.5. Hooks		*						1	A	2	B	3	C
<b>9.1.3. Rig loads to be lifted using:</b>													
9.1.3.1. Chains		*						1	A	2	B	4	C
9.1.3.2. Wire ropes		*						1	A	2	B	4	C
9.1.3.3. Nylon slings		*						1	A	2	B	4	C
9.1.3.4. Spreader bars		*						1	A	2	B	4	C
9.1.3.5. Lifting beams		*						1	A	2	B	4	C
9.1.3.6. Taglines		*						1	A	2	B	4	C
<b>9.2. Crane Operations</b>													
9.2.1.1. Perform operational checks		*						1	A	2	B	4	D
9.2.1.2. Perform operator maintenance		*						1	A	2	B	4	D
9.2.1.3. Operate crane carrier			♦					#	#	2	B	4	D
9.2.1.4. Interpret load charts		*						#	#	2	B	4	D
9.2.1.5. Setup and maneuver			♦					#	#	#	#	4	D
9.2.1.6. Crane hand signals		*						#	#	2	B	4	C
9.2.1.7. Safety requirements		*						#	#	2	B	4	C
<b>9.2.2. Operate with:</b>													
9.2.2.1. Multi-parts-line hook block			♦					#	#	#	#	4	D
9.2.2.2. Boom extension (jib)			♦					#	#	#	#	4	D
9.2.2.3. Single-line hook (headache ball)			♦					#	#	#	#	4	D
9.2.3. Install and remove wire rope			♦					#	#	#	#	4	C
<b>10. Support Equipment</b>													
<b>10.1. Industrial tractor</b>													



10.1.1. Operational checks	*								4	D	-	-	-	-
10.1.2. Operator maintenance	*								4	D	-	-	-	-
<b>10.1.3. Operate with attachments such as:</b>														
10.1.3.1. Dragbox	*								2	B	4	C	4	D
10.1.3.2. Earth auger	*								2	B	4	C	4	D
10.1.4. Tow equipment	*								2	B	4	C	4	D
10.1.5. Front Mounted Broom	*								2	B	4	C	4	D
<b>10.2. Asphalt pavers</b>														
10.2.1. Perform operational checks	*								4	D	-	-	-	-
10.2.2. Perform operator maintenance	*								4	D	-	-	-	-
10.2.3. Plan paving operations		*							#	#	2	B	-	-
10.2.4. Operate self-propelled paver		*							#	#	3	B	4	C
10.2.5. Screed control devices	*								2	B	3	B	4	C
<b>10.3.1. Water distributor</b>														
10.3.1.1. Perform operational checks	*								4	D	-	-	-	-
10.3.1.2. Perform operator maintenance	*								4	D	-	-	-	-
<b>10.3.1.3. Perform operations such as:</b>														
10.3.1.3.1. Gravity feed		*							1	A	3	B	4	D
10.3.1.3.2. Pressure spray		*							1	A	3	B	4	D
10.3.1.3.3. Fill from hydrant		*							1	A	3	B	4	D
10.3.1.3.4. Fill from stand		*							1	A	3	B	4	D
10.3.1.3.5. Suction fill		*							1	A	3	B	4	D
<b>10.5.3. Compact earthen materials using:</b>														
10.5.3.1. Pneumatic tired roller	*								2	B	4	D	-	-
10.5.3.2. Sheepsfoot roller	*								2	B	4	D	-	-
10.5.3.3. Steel wheel vibratory roller	*								2	B	4	D	-	-
10.5.3.4. Vibratory tamper	*								2	B	4	D	-	-
<b>11. Excavating/Trenching Machines</b>														
11.1. Shoring applications		*							1	A	2	B	4	D
<b>11.2. Backhoe</b>														
11.2.1. Perform operational checks	*								4	D	-	-	-	-
11.2.2. Perform operator maintenance	*								4	D	-	-	-	-
<b>11.2.3. Perform backhoe operations such as:</b>														
11.2.3.1. Excavate with front bucket		*							#	#	3	B	4	C
11.2.3.2. Excavate with rear bucket		*							#	#	3	B	4	C
11.2.3.3. Load with front bucket		*							#	#	3	B	4	C
11.2.3.4. Load with rear bucket		*							#	#	3	B	4	C
11.2.3.5. Backfill with front bucket		*							#	#	3	B	4	C
11.2.3.6. Backfill with rear bucket		*							#	#	3	B	4	C
11.2.3.7. Break material with Impactor		*							#	#	3	B	4	C
<b>11.3. Hydraulic excavator</b>														
11.3.1. Perform operational checks			♦						#	#	4	D	-	-
11.3.2. Perform operator's maintenance			♦						#	#	4	D	-	-
<b>11.3.3. Perform excavator operations such as:</b>														
11.3.3.1. Excavate with bucket			♦						#	#	2	C	4	D
11.3.3.2. Load with bucket			♦						#	#	2	C	4	D



13.2.8.1. Keyways	*								4	D	-	-	-	-
13.2.8.2. Dowels	*								4	D	-	-	-	-
<b>13.3. Rigid pavement/Portland Cement Concrete (PCC)</b>														
13.3.1. Types of concrete materials	*								4	D	-	-	-	-
13.3.2. Standard concrete mix	*								4	D	-	-	-	-
<b>13.3.5. Finish concrete</b>														
13.3.5.1. Power screed	*								1	A	2	B	3	C
13.3.5.2. Float/Trowel	*								1	A	2	B	3	D
13.3.5.3. Edge	*								2	B	3	C	-	-
13.3.5.4. Fabricate joints	*								1	A	2	B	-	-
13.3.5.5. Non-Skid	*								1	A	2	B	3	C
13.3.5.6. Cure concrete	*								1	A	2	B	3	C
13.3.5.7. Remove/clean/oil forms	*								4	D	-	-	-	-
13.3.5.8. Landscape site	*								4	D	-	-	-	-
13.3.5.9. Seal joints	*								4	D	-	-	-	-
<b>13.4.1.3. Perform full depth pavement repair</b>														
13.4.1.3.1. Cut pavement using concrete saw	*								2	B	3	C	-	-
13.4.1.3.2. Safety procedures using saw	*								2	B	3	C	-	-
13.4.1.3.3. Asphalt blade	*								2	B	3	C	-	-
13.4.1.3.4. Concrete (cured/green) blade	*								2	B	3	C	-	-
13.4.1.3.5. Wet/dry blade	*								2	B	3	C	-	-
13.4.1.3.6. Break pavement using air compressor with jack-	*								2	B	3	C	-	-
13.4.1.3.7. Remove pavement	*								2	B	3	C	-	-
<b>13.4.1.4. Prepare the area</b>														
13.4.1.4.1. Remove/replace base course	*								2	B	3	C	-	-
13.4.1.4.2. Remove/replace subgrade	*								2	B	3	C	-	-
13.4.1.4.3. Load transfer device replacement	*								2	B	3	C	-	-
<b>13.4.1.5. Replace concrete</b>														
13.4.1.5.1. Mix concrete using portable concrete mixer	*								4	D	-	-	-	-
13.4.1.5.2. Expansion material	*								2	B	3	C	-	-
13.4.1.5.3. Place concrete	*								3	C	4	D	-	-
13.4.1.5.4. Finish concrete	*								2	B	3	C	4	D
13.4.1.5.5. Cure concrete	*								2	B	3	C	-	-
<b>13.4.2. Perform partial depth repair</b>														
13.4.2.1. Cut pavement using concrete saw	*								4	D	-	-	-	-
13.4.2.2. Break pavement using air compressor with jack hammer	*								4	D	-	-	-	-
13.4.2.3. Remove pavement	*								3	B	4	D	-	-
13.4.2.4. Mix concrete	*								4	D	-	-	-	-
13.4.2.5. Place concrete	*								4	D	-	-	-	-
13.4.2.6. Finish concrete	*								2	B	3	C	-	-
13.4.2.7. Cure concrete	*								4	D	-	-	-	-
<b>13.4.3.1. Prepare joints/cracks for sealing</b>														
13.4.3.1.1. Remove existing sealant using powered equipment	*								4	D	-	-	-	-
<b>13.4.3.1.2. Clean joints/cracks with:</b>														
13.4.3.1.2.1. High pressure water	*								4	D	-	-	-	-
13.4.3.1.2.2. High pressure air	*								4	D	-	-	-	-
<b>13.4.3.1.3. Reseal joints/cracks</b>														

13.4.3.1.3.1. Install backer material	*							4	D	-	-	-	-
13.4.3.1.3.2. Apply cold sealant	*							4	D	-	-	-	-
13.4.3.1.3.3. Apply hot sealant	*							4	D	-	-	-	-
<b>13.5. Flexible Pavements/Asphalt Cement Concrete (ACC)</b>													
13.5.1.1. Types	*							4	D	-	-	-	-
13.5.1.2. Uses	*							4	D	-	-	-	-
13.5.1.3. Environmental concerns		*						1	A	3	C	4	D
13.5.1.4. Apply prime coat		*						1	A	3	C	4	D
13.5.1.5. Determine asphalt temperatures	*							4	D	-	-	-	-
13.5.1.6. Place asphalt	*							4	D	-	-	-	-
<b>13.5.1.7. Asphalt concrete lifts</b>													
13.5.1.7.1. Determine binder course requirements			◆					#	#	1	A	3	B
13.5.1.7.2. Determine wear course requirements			◆					#	#	1	A	3	B
13.5.1.8. Compact asphalt		*						2	A	3	B	4	C
<b>13.5.2. Flexible pavement inspection</b>													
13.5.2.1. Identify pavement defects		*						1	A	3	B	4	C
<b>13.5.2.2. Repair defective pavement</b>													
13.5.2.2.1. Cut area	*							4	D	-	-	-	-
13.5.2.2.2. Remove pavement		*						1	A	3	B	4	C
13.5.2.2.3. Prepare subgrade		*						1	A	3	B	4	C
13.5.2.2.4. Prepare base		*						1	A	3	B	4	C
13.5.2.2.5. Apply prime/tack coat		*						1	A	3	B	4	C
13.5.2.2.6. Place asphalt	*							4	D	-	-	-	-
13.5.2.2.7. Compact asphalt		*						2	B	3	C	4	D
<b>13.5.3. Repair cracks in flexible pavements</b>													
13.5.3.1. Remove existing sealant using powered equipment		*						1	A	3	C	-	-
<b>13.5.3.2. Seal cracks using:</b>													
13.5.3.2.1. Hot applied sealant machine	*							4	D	-	-	-	-
<b>13.5.3.3. Apply surface treatments</b>													
13.5.3.3.1. Fog seal		*						1	A	2	B	3	C
13.5.3.3.2. Slurry seal		*						1	A	2	B	3	C
13.5.3.3.3. Chip seal		*						1	A	2	B	3	C
<b>14.1. Surface drainage</b>													
14.1.1. Construct		*						1	A	3	B	3	C
14.1.2. Inspect	*							3	C	4	C	4	D
14.1.3. Repair		*						1	A	3	B	3	C
<b>14.2. Sub-surface drainage</b>													
14.2.1. Install		*						1	A	3	B	3	C
14.2.2. Inspect (operational)	*							3	C	4	C	4	D
14.2.3. Repair		*						1	A	3	B	3	C
14.3. Storm Water Pollution Prevention Plan	*							4	D	-	-	-	-
<b>15. Fences</b>													
<b>15.1. Install</b>													
15.2.1. Barbed wire	*							4	D	A	-	-	-
<b>15.3. Repair</b>													
15.3.2. Barbed wire	*							4	D	A	-	-	-

<b>16. Oxyacetylene cutting applications</b>														
16.1. Set up	*								4	C	4	D	-	-
16.1.2. Cutting operations		*							2	B	4	C	4	D
16.1.3. Disassemble	*								4	C	4	D	-	-
<b>16.2. Waste water disposal</b>														
16.2.1. Storm water control	*								4	D	-	-	-	-
<b>16.3. Roadwork</b>														
16.3.1. Drainage structures		*							1	A	2	B	3	C
16.3.2. Soil cement road		*							1	A	2	B	3	C
<b>2.6. Construction Area Management</b>														
2.6.1. Traffic control	*								4	D	-	-	-	-
2.6.2. Worksite safety	*								4	D	-	-	-	-
<b>5.1. Establish resource requirements</b>														
5.1.1. Equipment			♦						#	#	2	B	4	D
5.1.2. Materials			♦						#	#	2	B	4	D
5.1.3. Interpret construction drawings	*								3	C	4	D	-	-
5.1.4. Construction Stake Markings	*								3	C	4	D	-	-

### **Trainee/Laborer (EQ-1)**

New hire with fewer than 3 years of experience.

### **Maintenance Worker (EQ-2)**

After six months with the Washington County Road Department as an EQ-1, advancement to EQ-2 Maintenance Worker is automatic so long as the employee has adjusted well to County policies and regulations, acquired a Class A or B CDL, and demonstrates a basic understanding his/her job specialty (the crew to which he or she is assigned).

### **Junior Operator (EQ-3)**

Upon completion of 10 months as an EQ-2 (a total of 16 months employment with the County Road Department), advancement to EQ-3 is dependent upon a demonstration of an advanced understanding of his/her job specialty, a demonstration of basic job performance, no disciplinary actions, and a recommendation by his/her immediate supervisor.

### **Operator (EQ-4)**

- After 20 months as an EQ-3, an employee shall be eligible for advancement to an EQ-4 by recommendation of a supervisor. Following the written recommendation to the Promotion Board, the employee must:
  1. Complete all Level 3 training tasks, and
  2. Achieve at least 140 EAPS points.  
*\*14 point max TIG; 6 point max TIS*
- A new hire with more than 3 years of verifiable experience may be considered for employment as an EQ-4.

### **Operator 2 (EQ-5)**

- After 24 months as an EQ-4, an employee shall be eligible for advancement to an EQ-5 by recommendation of a supervisor. Following the written recommendation to the Promotion Board, the employee must:
  1. Complete all Level 5 training tasks, and
  2. Achieve at least 178 EAPS points.  
*\*28 point max TIG; 14 point max TIS*
- A new hire with more than 5 years of verifiable experience may be considered for employment as an EQ-5.

### **Senior Operator (EQ-6) - 8 years TIS, 23 months TIG, and awarded the 7-skill level**

- After 36 months as an EQ-5, an employee shall be eligible for advancement to an EQ-6 by recommendation of a supervisor. Following the written recommendation to the Promotion Board, the employee must:
  1. Complete all Level 7 training tasks, and
  2. Achieve at least 195 EAPS points.

*\*36 point max TIG; 20 point max TIS*

- A new hire with more than 8 years of verifiable experience may be considered for employment as an EQ-6.

### **Master Operator (EQ-7)**

- After 24 months as an EQ-6, an employee shall be eligible for advancement to an EQ-7 by recommendation of a supervisor. Following the written recommendation to the Promotion Board, the employee must:
  1. Achieve at least 200 EAPS points.  
*\*48 point max TIG; 20 point max TIS*
- A new hire with more than 10 years of verifiable experience may be considered for employment as an EQ-7.

### **Senior Master Operator (EQ-8)**

- After 24 months as an EQ-7, an employee shall be eligible for advancement to an EQ-8 by recommendation of a supervisor. Following the written recommendation to the Promotion Board, the employee must:
  1. Achieve at least 205 EAPS points.  
*\*48 point max TIG; 22 point max TIS*
- A new hire with at least 12 years of verifiable experience may be considered for employment as an EQ-8.

### **Crew Lead (EQ-9)**

After 24 months as an EQ-8, and upon the potential opening in a current EQ-9 position, an employee shall be eligible for advancement to an EQ-9 by recommendation of the Road Superintendent, Assistant Road Superintendent, or Field Supervisor. Following the written recommendation, the employee must complete at least 14 hours of leadership training, approved by the County Judge, within a 12 month period of the written recommendation. Upon completion, the Executive Promotion Board, consisting of the Road Superintendent, Assistant Road Superintendent, Field Superintendent, Chief of Staff, and County Judge, shall meet and vote on promotion. The employee must receive the support of a majority of the Executive Promotion Board to be promoted to an EQ-9.

**EAPS: Employee Assessment Promotion System**

- .5 points per month TIG
- 2 points per year TIS
- Specialty Knowledge Test points
- EPR points\* (only the most recent EPRs will be considered)

**EPR: Evaluation Performance Report**

**TIG: Time in Grade**

**TIS: Time in Service**

**SKT: Specialty Knowledge Test**

***\*2 EPRs shall be used for EQ-4 promotion; 3 EPRs shall be used for EQ-5 through EQ-8 promotions.***

**The Promotion Board shall consist of the Road Superintendent, Assistant Road Superintendent, Field Superintendent, and the employee's Supervisor. The Promotion Board shall sit and verify each employee's eligibility for promotion.**



Roads Dept - 2022 BUDGET SALARY CHANGE REQUEST 04.01.2022 (updated salary amounts provided by Patty Burchett)

FUND 1000

PCN	CURRENT TITLE	2022 FINAL BUDGET SALARY	Currently Hourly 2022	Currently Yearly 2022	Monthly Gross Pay Based on Step Plan	UPDATE HOURLY 2022	2022 SALARY UPDATE REQUEST	2022 FINAL BUDGET GRADE	2022 GRADE CHANGE	BUDGET INCREASE SALARY LINE 1001	BUDGET INCREASE FICA/MEDI LINE 1006	BUDGET INCREASE APERS LINE 1008	OVERALL TOTAL INCREASE
200001	Crowder, Jeffrey	\$90,600.00	\$32.18	\$66,932.07	\$7,632.63	\$44.03	\$91,591.56	27	EX4	\$991.56	\$75.85	\$151.91	\$1,219.32
200002	Randy Peoples	\$66,933.00	\$30.16	\$62,732.38	\$6,315.08	\$36.43	\$75,780.96	26	EX3	\$8,847.96	\$676.87	\$1,355.51	\$10,880.34
200003	Reed, Bryant	\$52,359.00	\$25.17	\$52,358.38	\$4,998.08	\$28.84	\$59,976.96	19	EX1	\$7,617.96	\$582.77	\$1,167.07	\$9,367.81
200004	Frazier, Randy	\$57,782.00	\$27.78	\$57,781.57	\$4,998.08	\$28.84	\$59,976.96	19	EX1	\$2,194.96	\$167.91	\$336.27	\$2,699.14
200006	Robbins, Brad	\$57,782.00	\$27.78	\$57,781.57	\$4,998.08	\$28.84	\$59,976.96	19	EX1	\$2,194.96	\$167.91	\$336.27	\$2,699.14
200007	Shepherd, Dallas	\$43,473.00	\$20.90	\$43,472.00	\$4,998.08	\$28.84	\$59,976.96	19	EX1	\$16,503.96	\$1,262.55	\$2,528.41	\$20,294.92
200008	Keys, Artie "Dewayne"	\$53,103.00	\$25.53	\$53,101.98	\$4,998.08	\$28.84	\$59,976.96	19	EX1	\$6,873.96	\$525.86	\$1,053.09	\$8,452.91
200009	Coleman, Donnie	\$57,782.00	\$27.78	\$57,781.57	\$4,998.08	\$28.84	\$59,976.96	19	EX1	\$2,194.96	\$167.91	\$336.27	\$2,699.14
200010	Wier, Matthew	\$49,214.00	\$23.66	\$49,212.80	\$4,998.08	\$28.84	\$59,976.96	21	EX1	\$10,762.96	\$823.37	\$1,648.89	\$13,235.21
200011	Ledgerwood, Bart	\$58,668.00	\$28.81	\$55,764.80	\$5,303.16	\$30.60	\$63,637.92	23	EX2	\$4,969.92	\$380.20	\$761.39	\$6,111.51
200020	Hillan, Larry M	\$56,017.00	\$26.93	\$56,014.40	\$4,980.00	\$28.73	\$59,760.00	19	ME5	\$3,743.00	\$286.34	\$573.43	\$4,602.77
200030	Butler, Brandy	\$49,494.00	\$23.79	\$49,483.20	\$4,400.00	\$25.38	\$52,800.00	15	ADM2	\$3,306.00	\$252.91	\$506.48	\$4,065.39
200031	OPEN	\$40,560.00	\$39.50	\$39,500.00	\$4,400.00	\$22.79	\$47,400.00	10	ADM1	\$6,840.00	\$523.26	\$1,047.89	\$8,411.15
200040	Fritch, LeeRoy	\$57,782.00	\$27.78	\$57,782.40	\$4,880.00	\$28.15	\$58,560.00	18	ME4	\$778.00	\$59.52	\$119.19	\$956.71
200041	Giddens, Jerry	\$40,998.00	\$19.71	\$40,996.80	\$3,764.80	\$21.72	\$45,177.60	18	ME3	\$4,179.60	\$319.74	\$640.31	\$5,139.65
200042	OPEN	\$45,769.00	\$39.00	\$59,900.00	\$5,930.00	\$34.21	\$71,160.00	18	ME5	\$25,391.00	\$1,942.41	\$3,889.90	\$31,223.31
200043	Shipman, Chase	\$43,983.00	\$21.15	\$43,992.00	\$3,764.80	\$21.72	\$45,177.60	18	ME3	\$1,194.60	\$91.39	\$183.01	\$1,469.00
200044	Warren Moody	\$42,540.00	\$20.45	\$42,536.00	\$4,450.00	\$25.67	\$53,400.00	18	ME4	\$10,860.00	\$830.79	\$1,663.75	\$13,354.54
200045	Reed Hale	\$45,769.00	\$19.71	\$40,996.80	\$3,450.00	\$19.90	\$41,400.00	18	ME2	\$-3,369.00	\$-334.23	\$-669.33	\$-5,372.56
200046	Rowe, Tre'	\$40,998.00	\$19.71	\$40,996.80	\$3,764.80	\$21.72	\$45,177.60	18	ME3	\$5,179.60	\$319.74	\$640.31	\$5,139.65
200050	Stewart, Robert	\$57,782.00	\$27.78	\$57,782.40	\$4,880.00	\$28.15	\$58,560.00	14	ME4	\$778.00	\$59.52	\$119.19	\$956.71
200051	Vassar, Barry	\$37,072.00	\$17.82	\$37,065.60	\$3,764.80	\$21.72	\$45,177.60	14	ME3	\$8,105.60	\$620.08	\$1,241.78	\$9,967.46
200060	OPEN	\$35,270.00	\$35.78	\$35,270.00	\$5,578.00	\$32.18	\$66,936.00	14	EQ9	\$31,666.00	\$2,422.45	\$4,851.23	\$38,939.68
200100	Silvis, Charles	\$35,299.00	\$16.97	\$35,297.60	\$3,858.00	\$22.26	\$46,296.00	15	EQ8	\$841.27	\$1,684.74	\$1,523.01	\$3,523.01
200101	Looper, Nehemiah	\$43,445.00	\$20.89	\$43,451.20	\$3,858.00	\$22.26	\$46,296.00	15	EQ8	\$2,851.00	\$218.10	\$436.77	\$3,505.87
200102	Shumate, Brian	\$35,270.00	\$16.18	\$33,654.40	\$3,298.00	\$20.41	\$42,456.00	14	EQ6	\$7,186.00	\$549.73	\$1,100.90	\$8,836.62
200103	Winters, Gary	\$51,065.00	\$24.55	\$51,064.00	\$4,578.00	\$26.41	\$54,936.00	15	EQ8	\$3,871.00	\$296.13	\$593.04	\$4,760.17
200104	Lankford, Clint	\$42,411.00	\$20.39	\$42,411.20	\$4,098.00	\$23.64	\$49,176.00	15	EQ8	\$6,765.00	\$517.52	\$1,036.40	\$8,318.92
200105	West, Adrain	\$35,300.00	\$16.97	\$35,297.60	\$3,298.00	\$19.03	\$39,576.00	15	EQ5	\$3,258.00	\$327.11	\$655.08	\$5,258.00
200150	Eneks, Dean	\$53,390.00	\$25.67	\$53,393.60	\$4,578.00	\$26.41	\$54,936.00	14	EQ7	\$1,546.00	\$118.27	\$236.85	\$1,901.12
200151	Phelan, Lane	\$33,655.00	\$16.18	\$33,654.40	\$3,298.00	\$16.72	\$34,776.00	14	EQ4	\$1,121.00	\$85.76	\$171.74	\$1,378.49
200152	Caler, Marvin	\$53,390.00	\$25.67	\$53,393.60	\$4,578.00	\$26.41	\$54,936.00	14	EQ7	\$1,546.00	\$118.27	\$236.85	\$1,901.12
200153	Brady, Christopher	\$41,442.00	\$19.92	\$41,433.60	\$3,778.00	\$21.80	\$45,336.00	14	EQ6	\$3,894.00	\$297.89	\$596.56	\$4,788.45
200154	Hill, Chad	\$34,230.00	\$16.18	\$33,654.40	\$2,818.00	\$16.26	\$33,816.00	14	EQ4	\$-414.00	\$-31.67	\$-63.42	\$-509.10
200155	Moore, Eugene (Alvin)	\$45,317.00	\$19.50	\$40,560.00	\$4,098.00	\$23.64	\$49,176.00	14	EQ7	\$3,859.00	\$295.21	\$591.20	\$4,745.41
200156	Reed, Vance	\$40,732.00	\$19.58	\$40,726.40	\$3,538.00	\$20.41	\$42,456.00	14	EQ6	\$1,724.00	\$131.89	\$264.12	\$2,120.00
200200	Eaton, Mark	\$31,712.00	\$15.25	\$31,720.00	\$2,898.00	\$16.72	\$34,776.00	11	EQ4	\$3,064.00	\$234.40	\$469.40	\$3,767.80
200201	Moore, David	\$40,560.00	\$18.00	\$37,440.00	\$3,538.00	\$20.41	\$42,456.00	11	EQ6	\$1,896.00	\$145.04	\$290.47	\$2,331.51
200202	Still, Russell	\$34,273.00	\$14.49	\$30,139.20	\$2,595.00	\$14.97	\$31,140.00	11	EQ3	\$-3,133.00	\$-239.67	\$-479.98	\$-3,852.65
200203	Head, Randy	\$40,560.00	\$19.50	\$40,560.00	\$3,538.00	\$20.41	\$42,456.00	11	EQ5	\$1,896.00	\$145.04	\$290.47	\$2,331.51
200204	Morgan, Derek	\$30,829.00	\$14.82	\$30,825.60	\$2,818.00	\$16.26	\$33,816.00	11	EQ4	\$2,987.00	\$228.51	\$457.61	\$3,673.11
200205	McLaughlin, John	\$40,560.00	\$19.50	\$40,560.00	\$3,538.00	\$20.41	\$42,456.00	11	EQ6	\$1,896.00	\$145.04	\$290.47	\$2,331.51
200206	Smith, Bryan	\$41,959.00	\$20.17	\$41,953.60	\$3,698.00	\$21.33	\$44,376.00	11	EQ6	\$2,417.00	\$184.90	\$370.28	\$2,972.18
200207	Hutchen, Charles	\$43,359.00	\$20.84	\$43,347.20	\$3,858.00	\$22.26	\$46,296.00	11	EQ6	\$2,937.00	\$224.68	\$449.95	\$3,611.63
200208	Dotson, Clifford	\$34,230.00	\$16.18	\$33,654.40	\$3,298.00	\$19.03	\$39,576.00	14	EQ5	\$5,346.00	\$408.97	\$819.01	\$6,573.98
200209	Simmons, Brian	\$31,755.00	\$14.49	\$30,139.20	\$2,595.00	\$14.97	\$31,140.00	11	EQ3	\$-615.00	\$-47.05	\$-94.22	\$-756.27
200210	Risner, Tyler	\$31,712.00	\$14.49	\$30,139.20	\$2,392.00	\$14.97	\$31,140.00	11	EQ3	\$-572.00	\$-43.76	\$-87.63	\$-703.39
200211	Ruff, David	\$35,910.00	\$17.26	\$35,900.80	\$3,378.00	\$19.49	\$40,536.00	14	EQ5	\$4,626.00	\$353.89	\$708.70	\$5,688.59
200212	Bembry, David	\$29,017.00	\$13.95	\$29,016.00	\$2,595.00	\$14.97	\$31,140.00	10	EQ3	\$1,223.00	\$162.41	\$325.24	\$2,610.65
200213	Wilken, Seth	\$32,745.00	\$15.74	\$32,739.20	\$3,298.00	\$19.03	\$39,576.00	11	EQ5	\$6,831.00	\$522.57	\$1,046.51	\$8,400.08
200214	Thacker, Dusty	\$31,755.00	\$14.49	\$30,139.20	\$2,595.00	\$14.97	\$31,140.00	11	EQ3	\$-615.00	\$-47.05	\$-94.22	\$-756.27
200215	Richardson, Clayton	\$30,140.00	\$14.49	\$30,139.20	\$2,472.00	\$15.43	\$32,100.00	11	EQ3	\$1,960.00	\$149.94	\$300.27	\$2,410.21
200216	Vickery Corey	\$28,353.00	\$14.49	\$30,139.20	\$2,595.00	\$14.97	\$31,140.00	11	EQ3	\$2,787.00	\$213.21	\$426.97	\$3,427.17
200217	Drain, Ray	\$31,713.00	\$15.25	\$31,720.00	\$2,898.00	\$16.72	\$34,776.00	11	EQ4	\$2,342.00	\$146.25	\$234.32	\$3,766.57
200218	Beach, Damion	\$30,140.00	\$14.49	\$30,139.20	\$2,472.00	\$14.97	\$31,140.00	11	EQ3	\$1,000.00	\$76.50	\$153.20	\$1,229.70
200219	Emery, William (Shane)	\$31,712.00	\$15.25	\$31,720.00	\$2,898.00	\$16.72	\$34,776.00	11	EQ4	\$3,064.00	\$234.40	\$469.40	\$3,767.80
200220	Olinghouse, Terry	\$32,745.00	\$15.74	\$32,739.20	\$3,298.00	\$19.03	\$39,576.00	11	EQ5	\$6,831.00	\$522.57	\$1,046.51	\$8,400.08
200221	Burt, David	\$42,584.00	\$20.47	\$42,577.60	\$3,858.00	\$22.26	\$46,296.00	11	EQ6	\$3,712.00	\$283.97	\$568.68	\$4,564.65
200222	Thompson, Zachary	\$30,829.00	\$14.82	\$30,825.60	\$2,818.00	\$16.26	\$33,816.00	11	EQ4	\$2,987.00	\$228.51	\$457.61	\$3,673.11
200223	OPEN	\$34,790.00	\$35.78	\$34,790.00	\$5,578.00	\$32.18	\$66,936.00	11	EQ9	\$32,146.00	\$2,459.17	\$4,924.77	\$39,529.94
200224	Bachman, Todd	\$33,656.00	\$16.18	\$33,654.40	\$2,675.00	\$19.03	\$39,576.00	14	EQ5	\$5,920.00	\$452.88	\$906.94	\$7,279.82
200225	Morrow, Marvin	\$34,122.00	\$16.40	\$34,112.00	\$3,378.00	\$19.49	\$40,536.00	11	EQ5	\$6,414.00	\$490.67	\$982.62	\$7,887.30
200226	Atwell, Jonathan	\$34,445.00	\$16.56	\$34,444.80	\$3,378.00	\$19.49	\$40,536.00	11	EQ5	\$6,091.00	\$465.96	\$933.14	\$7,490.10
200227	Hennessee, William	\$31,687.00	\$13.95	\$29,016.00	\$2,392.00	\$14.26	\$29,664.00	10	EQ2	\$-2,023.00	\$-154.76	\$-309.92	\$-2,487.68
200228	Eiland, Kevin	\$32,616.00	\$14.49	\$30,139.20	\$2,595.00	\$14.97	\$31,140.00	11	EQ3	\$-1,476.00	\$-112.91	\$-226.12	\$-1,815.04
200230	Chronister, Russell	\$34,163.00	\$13.95	\$29,016.00	\$2,472.00	\$14.26	\$29,664.00	10	EQ2	\$-4,499.00	\$-344.17	\$-689.25	\$-5,532.42
200231	Hill, Michael	\$34,425.00	\$16.55	\$34,424.00	\$3,378.00	\$19.49	\$40,536.00	11	EQ5	\$6,111.00	\$467.49	\$936.21	\$7,514.70
200232	Barker, James "Clay"	\$35,199.00	\$16.92	\$35,									

200246	Barker, Gale	Asst. Office Manager	\$30,807.00	\$14.81	\$30,804.80	\$2,600.00	\$15.00	\$31,200.00	10	ADM1	\$393.00	\$30.06	\$60.21	\$483.27
200247	Windle, Leah	HEO	\$29,968.00	\$14.49	\$30,139.20	\$2,392.00	\$16.26	\$33,816.00	11	EQ3	\$3,848.00	\$294.37	\$589.51	\$4,731.89
200248	HEO	HEO	\$31,712.00			\$5,578.00	\$32.18	\$66,936.00	11	EQ9	\$35,224.00	\$2,694.64	\$5,396.32	\$43,314.95
200249	Watson, William	HEO	\$40,560.00	\$19.50	\$40,560.00	\$3,618.00	\$20.87	\$43,416.00	11	EQ6	\$2,856.00	\$218.48	\$437.54	\$3,512.02
200250	Carter, Daniel	HEO	\$30,140.00	\$14.49	\$30,139.20	\$2,595.00	\$14.97	\$31,140.00	11	EQ3	\$1,000.00	\$76.50	\$153.20	\$1,229.70
200251	Drain, Bradley	HEO	\$30,829.00	\$14.82	\$30,825.60	\$2,675.00	\$15.43	\$32,100.00	11	EQ3	\$1,271.00	\$97.23	\$194.72	\$1,562.95
200252	McCamey, Steven	HEO	\$33,369.00	\$16.04	\$33,363.20	\$2,818.00	\$16.26	\$33,816.00	11	EQ4	\$447.00	\$34.20	\$68.48	\$549.68
200253	Easter, Bobby	HEO	\$34,122.00	\$16.40	\$34,112.00	\$3,378.00	\$19.49	\$40,536.00	11	EQ5	\$6,414.00	\$490.67	\$982.62	\$7,887.30
200254	Copeland, Jacob	PARTS MANAGER	\$44,543.00	\$21.41	\$44,532.80	\$4,450.00	\$25.67	\$53,400.00	17	ME4	\$8,857.00	\$677.56	\$1,356.89	\$10,891.45
110032	OPEN	GIS MAPPING	\$20,324.00			\$0.00	\$9.77	\$20,324.00	16	N/A	\$0.00	\$0.00	\$0.00	\$0.00
200500		PART TIME	\$18,419.00			\$0.00	\$8.86	\$18,419.00	N/A	N/A	\$0.00	\$0.00	\$0.00	\$0.00
					\$3,133,623.13			\$4,164,777.56			\$575,214.56	\$44,003.91	\$88,122.87	\$707,341.34

\*Blue Highlighted Positions are currently unfilled.

Ordinance Lines

Roads Department

10000200.1001  
 10000200.1006  
 10000200.1008

SALARIES FULL TIM \$575,214.56  
 SOCIAL SECURITY \$44,003.91  
 EMPLOYER RETIRE \$88,122.87  
**\$707,341.34 OVERALL ORDINANCE TOTAL**

**Proficiency Code Key**

	<b>Scale Value</b>	<b>Definition: The individual</b>
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
Task Knowledge Levels	A	Can name parts, tools, and simple facts about the task. (Nomenclature)
	B	Can determine step by step procedures for doing the task. (Procedures)
	C	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	D	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
<p><b>Explanations</b></p> <p>* This mark is used with a task performance to indicate skill level required and scale value to define a level of knowledge for a specific task. (Example: 2 and C)</p> <p># This mark is used alone to define that a level of knowledge for a subject is not required for a subject at that current skill level.</p> <p>- This mark is used alone instead of a scale value to show that no additional proficiency training is needed in the course.</p> <p>◆ This mark is used with a task performance for skill level 7 requirements.</p>		

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Office Manager (ADM-2)**

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Exempt (Y/N): No

DEPARTMENT: Road Department

DATE REVISED: April 2022

SUPERVISOR: Asst. Road Superintendent

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**SUMMARY:**

The Office Administrator performs general administrative and secretarial duties for the Road Department. The incumbent has the responsibility to maintain and manage the general office to provide support for all departments within the Road Department and to interact with the public over incoming road matters. This employee has considerable public contact over the telephone, various other road department staff, the comptroller's office, personnel, and various vendors. The Office Administrator provides supervision to the Secretary in the department. Acts as receptionist for the office, answers telephone calls, and provides general assistance in order to maintain office continuity. Ensure that all office functions are performed efficiently and in a professional and timely manner. Ensure that each situation is handled according to County policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Perform secretarial duties for the County Road Department in an efficient and professional manner. Prepare reports (financial and non-financial) for Road Department.
2. Answer telephones, direct phone calls to appropriate person, or take messages in a polite and efficient manner.
3. Operate computer efficiently. Be knowledgeable in Microsoft Word and Excel. Microsoft Access and Artview helpful but not required.
4. File work orders, post individual fill invoices, and daily gravel hauled from the crusher to various locations.
5. Perform secretarial duties such as filing, photocopying, posting notices, and distributing materials.
6. Perform general filing of purchase orders, personnel forms, time clock, comptroller reports, crusher reports, tile invoices, road sign invoices, gravel agreements, project reports etc. in an efficient manner. Assist in paying bills. Maintain Road Superintendent, Shop Supervisor, and Parts Manager's purchase cards monthly.
7. Prepare, distribute, and file various monthly reports to include grader reports, crusher reports, gas, oil, and diesel reports, judges report, etc.
8. Quote tile prices over the telephone, and maintain a record of all tile brought in and checked out, and record tile inventory in Excel.
9. Record road, bridge, drainage, Tile, and brush hog complaints and record complaints in appropriate log.

10. Maintain checks and monies for tile sales, record, and deliver to Treasurer's office on a daily basis. Also, maintain petty cash; approximately \$200,000 in checks per year.
11. Interact with FEMA. Process FEMA reports as needed during and after disasters.
12. Maintain adequate supplies and forms in the office. Replenish by ordering or purchasing as necessary.
13. Support HR function within the Road Department and training support from County Administrative Offices.
14. Maintain filing system for the office to include all files, unrelated papers, and county project files.
15. Perform other office functions as directed by the County Road Superintendent and Assistant Road Superintendent.
16. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.
17. Regular attendance is required.
18. Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

The incumbent has direct supervisory responsibility for one secretary and indirect support for all of the Road Department staff (80employees) in the Road Department. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED) is required; two (2) years formal business/secretarial school, and minimum of five (5) years general office and secretarial experience.

**OTHER SKILLS and ABILITIES:**

The diversity of activities requires organization skills and the ability to work under pressure with a constant awareness that actions are subject to scrutiny by the general public and others. The incumbent in this position should possess excellent communication and human relation skills as this position has extensive public contact. Machine skills required are typewriter, computer, transcription equipment, calculator, multi-line telephone system, base radio, photocopier, and FAX machine. The incumbent should possess a clear voice and proper usage of the English language when answering the telephone. The incumbent must be proficient in the use of Microsoft Excel and Word.

**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 functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects and to talk or hear. The employee must occasionally stand, walk, climb or balance, stoop, kneel, crouch, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 10 pounds.

**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 functions.

The noise level in the work environment is usually moderate.

# Washington County

## Assistant Office Manager-Road

### Job Description

**Job Code:** 11  
**Exempt:** No  
**Department:** Road  
**Reports To:** Office Manager  
**Location:** Road Department Office  
**Date Prepared:** September 15, 2020  
**Date Revised:**  
**Safety Sensitive:** No

#### **GENERAL DESCRIPTION OF POSITION**

The incumbent provides general secretarial assistance receptionist and answers the telephone for the department. Ensures that all office functions are performed efficiently and in a professional and timely manner to maintain office continuity. The incumbent is essentially the "gatekeeper" for the office as well as providing secretarial support. Interacts with the public over incoming road matters. Initiate and install new ideas for efficient operations. Ensure that each situation is handled according to County, State and Federal policies and guidelines.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Acts on behalf of Office Manager in his/her absence.
2. Greet individuals entering the office, provide information, or direct them to the appropriate individual within the office.
3. Answer telephone, direct phone calls to appropriate person, or take messages in a polite and efficient manner.
4. Resolve problems and deal with customers in as professional manner, when required.
5. Perform secretarial duties, which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, FAX documents. Billing documents and help in the building and maintenance of all databases. Basic computer skills in MS Word, Excel, Access, and Outlook required.
6. Maintain office files in an accurate and efficient manner.
7. Maintain office equipment in working conditions. Call for service and/or repair, as required.
8. Receive, review, enter and maintain weekly filing of Brush Hog, Grader, Time and Equipment and gravel reports. Prepare weekly summary of missing reports for supervisors.
9. Responsible for issuing, filing and closing Road Permits. Maintains logs, database and financial records.
10. Responsible for Tile receipts, proceeds, records and inventory control.

11. Responsible for receivable entries into database. Prepare and file paperwork for monthly Purchase Card statements, as well as input repair/ work orders for shop.
12. Figure time cards, hours, sick-leave, etc. Maintain files for Sick/Vacation time used.
13. Provide assistance to other office staff and perform miscellaneous duties as assigned by a supervisor.
14. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
15. Ensure that all duties assigned are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
16. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
17. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policy and procedures.
18. Must be capable of performing the Office Managers duties in his/her absence.
19. Maintain checks and monies for tile, gravel, vehicle repairs and sign sales, record and deliver to Treasurer's Office on a daily basis. Also, maintain petty cash; approximately \$200,000 in checks per year.
20. Regular attendance is mandatory for this position.
21. Due to staggered working hours of Office Manager and Assistant Office Manager, the Assistant Office Manager assumes all responsibilities of the office during certain periods of the day.
22. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.



## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Alphanumeric Data Entry, Database, Spreadsheet, Word Processing/Typing

Basic: Accounting

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

## **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

## **ENVIRONMENTAL CONDITIONS**

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

The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities 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 functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, talk or hear; and occasionally required to walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

The incumbent should possess good communication skills, as frequent contact is required with the public and others. The incumbent should also possess good organizational skills for prioritizing workloads. The incumbent must have knowledge of modern office practices, procedures, Microsoft Office software and equipment. Clerical/Secretarial skills include computer navigation in Microsoft Word, Excel, Publisher and Power Point, software application knowledge, accurate typing/data-entry, calculator (10-key), copier, FAX, etc.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Mechanic  
(ME-1)**

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**Exempt (Y/N):** Yes

**DATE PREPARED:** April 2022

**DEPARTMENT:** Road Department

**SUPERVISOR:** Shop Supervisor

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**SUMMARY:**

**Under the supervision of the Supervisor - Shop, the Senior Mechanic is required to perform mechanic work on diesel heavy equipment and gasoline vehicles both in the shop and on the road. The incumbent services all Road Department and selected county vehicles providing basic repair service ensuring that all county vehicles are maintained for the safe and continued use of county personnel. The incumbent has responsibility for approximately \$3,000 worth of tools and equipment, several thousand dollars in parts and supplies.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Perform general mechanic work on diesel heavy equipment to include engine repair, hydraulic repair, and all other aspects of the machinery.
2. Perform daily inspection on at one truck daily and perform routine maintenance on diesel and gasoline trucks and maintain reports on trucks inspected.
3. Perform some body work on heavy equipment such as fixing dents, welding, and painting.
4. Acknowledge machinery breakdowns by telephone; two-way radio, or in person. Maintain accurate log of problems. Communicate with Shop Supervisor and Road Superintendent to establish priorities and schedule repair work. Directly supervise up to three (3) employees.
5. Make quick decision in emergency situations where machinery has broken down, wrecked, or otherwise created a dangerous situation.
6. Prepare work orders for various equipment and machinery. List parts and labor time on each job requiring shop work.
7. Ensure that all purchase orders are accurately completed and parts and supplies are obtained at minimum cost to the County, while not sacrificing quality.
8. Assist with emergency situations and repairs in a safe and efficient manner.
9. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.

10. Regular attendance is required.
11. Employee may be required to work during inclement weather and emergency situations.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED); two (2) years previous experience in construction operation, maintenance of heavy machinery, and light mechanic work.

### **OTHER SKILLS and ABILITIES:**

The incumbent must possess good communication skills as there is contact with other individuals within the County and limited contact with vendors. The incumbent is required to use a calculator, basic computer applications and two-way radio. Use of a computer on average is 5 to 7 hours per day.

### **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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position.

The employee must occasionally lift and/or move heavy loads and perform manual labor.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

### **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 functions. The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes.

The noise level in the work environment for all employees is usually moderate.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Mechanic**  
**(ME-2)**

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**Exempt (Y/N):** Yes

**DATE PREPARED:** April 2022

**DEPARTMENT:** Road Department

**SUPERVISOR:** Shop Supervisor

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**SUMMARY:**

**Under the supervision of the Supervisor - Shop, the Senior Mechanic is required to perform mechanic work on diesel heavy equipment and gasoline vehicles both in the shop and on the road. The incumbent services all Road Department and selected county vehicles providing basic repair service ensuring that all county vehicles are maintained for the safe and continued use of county personnel. The incumbent has responsibility for approximately \$10,000 worth of tools and equipment, several thousand dollars in parts and supplies.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Perform general mechanic work on diesel heavy equipment to include engine repair, hydraulic repair, and all other aspects of the machinery.
2. Perform daily inspection on at one truck daily and perform routine maintenance on diesel and gasoline trucks and maintain reports on trucks inspected.
3. Perform some body work on heavy equipment such as fixing dents, welding, and painting.
4. Acknowledge machinery breakdowns by telephone; two-way radio, or in person. Maintain accurate log of problems.
5. Make quick decision in emergency situations where machinery has broken down, wrecked, or otherwise created a dangerous situation.
6. Prepare work orders for various equipment and machinery. List parts and labor time on each job requiring shop work.
7. Ensure that all purchase orders are accurately completed and parts and supplies are obtained at minimum cost to the County, while not sacrificing quality.
8. Assist with emergency situations and repairs in a safe and efficient manner.
9. Weld all metal, different rods using arc and gas burning equipment.
10. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.

11. Regular attendance is required.
12. Employee may be required to work during inclement weather and emergency situations.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED); five (5) years previous experience in construction operation, maintenance of heavy machinery, and light mechanic work.

### **OTHER SKILLS and ABILITIES:**

The incumbent must possess good communication skills as there is contact with other individuals within the County and limited contact with vendors. The incumbent is required to use a calculator, basic computer applications and two-way radio. Use of a computer on average is 5 to 7 hours per day.

### **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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position.

The employee must occasionally lift and/or move heavy loads and perform manual labor.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

### **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 functions. The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes.

The noise level in the work environment for all employees is usually moderate.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Mechanic**  
**(ME-3)**

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**Exempt (Y/N):** Yes

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Shop Supervisor

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**SUMMARY:**

**Under the supervision of the Supervisor - Shop, the Senior Mechanic is required to perform mechanic work on diesel heavy equipment and gasoline vehicles both in the shop and on the road. The incumbent services all Road Department and selected county vehicles providing basic repair service ensuring that all county vehicles are maintained for the safe and continued use of county personnel. The incumbent has responsibility for approximately \$10,000 worth of tools and equipment, several thousand dollars in parts and supplies.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Perform general mechanic work on diesel heavy equipment to include engine repair, hydraulic repair, and all other aspects of the machinery.
2. Maintain tools and perform routine service on assigned service truck, equipment and tools properly for the continuity of operations.
3. Perform daily inspection on at one truck daily and perform routine maintenance on diesel and gasoline trucks and maintain reports on trucks inspected.
4. Perform some body work on heavy equipment such as fixing dents, welding, and painting.
5. Acknowledge machinery breakdowns by telephone; two-way radio, or in person. Maintain accurate log of problems.
6. Make quick decision in emergency situations where machinery has broken down, wrecked, or otherwise created a dangerous situation.
7. Prepare work orders for various equipment and machinery. List parts and labor time on each job requiring shop work.
8. Ensure that all purchase orders are accurately completed and parts and supplies are obtained at minimum cost to the County, while not sacrificing quality.
9. Assist with emergency situations and repairs in a safe and efficient manner.
10. Weld all metal, different rods using arc and gas burning equipment.
11. Weld and repair county equipment both in the shop and on the road. Braise hydraulic lines on the road efficiently in order to minimize down time.

12. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
13. Regular attendance is required.
14. Employee may be required to work during inclement weather and emergency situations.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED); Eight (8) years previous experience in construction operation, maintenance of heavy machinery, and light mechanic work.

### **OTHER SKILLS and ABILITIES:**

The incumbent must possess good communication skills as there is contact with other individuals within the County and limited contact with vendors. The incumbent is required to use a calculator, basic computer applications and two-way radio. Use of a computer on average is 5 to 7 hours per day.

### **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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position.

The employee must occasionally lift and/or move heavy loads and perform manual labor.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

### **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 functions. The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes.

The noise level in the work environment for all employees is usually moderate.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Mechanic**  
**(ME-4)**

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**Exempt (Y/N):** Yes

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Shop Supervisor

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**SUMMARY:**

**Under the supervision of the Supervisor - Shop, the Senior Mechanic is required to perform mechanic work on diesel heavy equipment and gasoline vehicles both in the shop and on the road. The incumbent services all Road Department and selected county vehicles providing basic repair service ensuring that all county vehicles are maintained for the safe and continued use of county personnel. The incumbent has responsibility for approximately \$10,000 worth of tools and equipment, several thousand dollars in parts and supplies.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Perform general mechanic work on diesel heavy equipment to include engine repair, hydraulic repair, and all other aspects of the machinery.
2. Maintain tools and perform routine service on assigned service truck, equipment and tools properly for the continuity of operations.
3. Perform daily inspection on at one truck daily and perform routine maintenance on diesel and gasoline trucks and maintain reports on trucks inspected.
4. Perform weekly inspections on county vehicles such as brake inspections, steering inspections, lights and other inspections as scheduled.
5. Run the wrecker and pick up parts from various part stores, when needed. Ensure that proper replacement parts and supplies are ordered and on hand to properly maintain county vehicles.
6. Perform some body work on heavy equipment such as fixing dents, welding, and painting.
7. Acknowledge machinery breakdowns by telephone; two-way radio, or in person. Maintain accurate log of problems.
8. Make quick decision in emergency situations where machinery has broken down, wrecked, or otherwise created a dangerous situation.
9. Prepare work orders for various equipment and machinery. List parts and labor time on each job requiring shop work.
10. Ensure that all purchase orders are accurately completed and parts and supplies are obtained at minimum cost to the County, while not sacrificing quality.

11. Assist with emergency situations and repairs in a safe and efficient manner.
12. Weld all metal, different rods using arc and gas burning equipment.
13. Fabricate metal, beams, end-bits, or other parts or materials required to meet specifications for the road department.
14. Weld and repair county equipment both in the shop and on the road. Braise hydraulic lines on the road efficiently in order to minimize down time.
15. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
16. Regular attendance is required.
17. Employee may be required to work during inclement weather and emergency situations.

#### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED); Ten (10) years previous experience in construction operation, maintenance of heavy machinery, and light mechanic work.

#### **OTHER SKILLS and ABILITIES:**

The incumbent must possess good communication skills as there is contact with other individuals within the County and limited contact with vendors. The incumbent is required to use a calculator, basic computer applications and two-way radio. Use of a computer on average is 5 to 7 hours per day.

#### **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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position.

The employee must occasionally lift and/or move heavy loads and perform manual labor.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

#### **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 functions. The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes.

The noise level in the work environment for all employees is usually moderate.

## WASHINGTON COUNTY

### Job Description

#### **JOB TITLE: Mechanic (ME-5)**

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**Exempt (Y/N):** Yes

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Shop Supervisor

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#### **SUMMARY:**

**Under the supervision of the Supervisor - Shop, the Senior Mechanic is required to perform mechanic work on diesel heavy equipment and gasoline vehicles both in the shop and on the road. The incumbent services all Road Department and selected county vehicles providing basic repair service ensuring that all county vehicles are maintained for the safe and continued use of county personnel. The incumbent has responsibility for approximately \$10,000 worth of tools and equipment, several thousand dollars in parts and supplies.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Perform general mechanic work on diesel heavy equipment to include engine repair, hydraulic repair, and all other aspects of the machinery.
2. Communicate with Shop Supervisor and Road Superintendent to establish priorities and schedule repair work. May directly supervise other mechanic employees in the absence of the Shop Supervisor.
3. Maintain tools and perform routine service on assigned service truck, equipment and tools properly for the continuity of operations.
4. Perform daily inspection on at one truck daily and perform routine maintenance on diesel and gasoline trucks and maintain reports on trucks inspected.
5. Will be responsible for training senior mechanics on equipment specific to county road Department.
6. Perform weekly inspections on county vehicles such as brake inspections, steering inspections, lights and other inspections as scheduled.
7. Run the wrecker and pick up parts from various part stores, when needed. Ensure that proper replacement parts and supplies are ordered and on hand to properly maintain county vehicles.
8. Perform some body work on heavy equipment such as fixing dents, welding, and painting.
9. Acknowledge machinery breakdowns by telephone; two-way radio, or in person. Maintain accurate log of problems.
10. Make quick decision in emergency situations where machinery has broken down, wrecked, or otherwise created a dangerous situation.



11. Prepare work orders for various equipment and machinery. List parts and labor time on each job requiring shop work.
12. Ensure that all purchase orders are accurately completed and parts and supplies are obtained at minimum cost to the County, while not sacrificing quality.
13. Assist with emergency situations and repairs in a safe and efficient manner.
14. Weld all metal, different rods using arc and gas burning equipment.
15. Fabricate metal, beams, end-bits, or other parts or materials required to meet specifications for the road department.
16. Weld and repair county equipment both in the shop and on the road. Braise hydraulic lines on the road efficiently in order to minimize down time.
17. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
18. Regular attendance is required.
19. Employee may be required to work during inclement weather and emergency situations.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED); Fifteen (15) years previous experience in construction operation, maintenance of heavy machinery, and light mechanic work. Must possess a Class A or B CDL.

### **OTHER SKILLS and ABILITIES:**

The incumbent must possess good communication skills as there is contact with other individuals within the County and limited contact with vendors. The incumbent is required to use a calculator, basic computer applications and two-way radio. Use of a computer on average is 5 to 7 hours per day.

### **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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position.

The employee must occasionally lift and/or move heavy loads and perform manual labor.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

**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 functions. The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes.

The noise level in the work environment for all employees is usually moderate.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Trainee/Laborer**

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**Exempt (Y/N):** No

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Road Superintendent

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**SUMMARY:**

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs labor tasks in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications, and maintain the physical condition of the shop building. The incumbent is responsible for the maintenance of assigned tools and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
2. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
3. Document and update sign installation information for computer entry and accurate record keeping.
4. Assist with record keeping on parts and equipment.
5. Make safety inspections and maintain fire extinguisher.
6. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
7. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
8. Operate a pavement breaker to cut off a bridge deck.
9. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
10. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
11. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.

12. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
13. Regular attendance is mandatory for this position.
14. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED).

**OTHER SKILLS and ABILITIES:**

The incumbent may be responsible for an assigned pickup truck. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

**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 functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime

concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**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 functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Maintenance Worker (EQ2)**

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**Exempt (Y/N):** No

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Road Superintendent

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**SUMMARY:**

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs labor tasks in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications, and maintain the physical condition of the shop building. The incumbent is responsible for the maintenance of assigned tools and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
2. Operate forklifts
3. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
4. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
5. Document and update sign installation information for computer entry and accurate record keeping.
6. Assist with record keeping on parts and equipment.
7. Make safety inspections and maintain fire extinguisher.
8. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
9. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
10. Operate a pavement breaker to cut off a bridge deck.
11. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
12. Ensure that all heavy equipment operations are performed in an efficient and safe manner

for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.

13. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
14. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
15. Regular attendance is mandatory for this position.
16. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED). Must possess a Class A or B CDL.

**OTHER SKILLS and ABILITIES:**

The incumbent may be responsible for an assigned pickup truck. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

**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 functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime



concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**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 functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Junior Operator (EQ3)**

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**Exempt (Y/N):** No

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Road Superintendent

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**SUMMARY:**

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs labor tasks in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications, and maintain the physical condition of the shop building. The incumbent is responsible for the maintenance of assigned tools and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
2. Operate forklifts
3. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
4. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
5. Document and update sign installation information for computer entry and accurate record keeping.
6. Assist with record keeping on parts and equipment.
7. Make safety inspections and maintain fire extinguisher.
8. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
9. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
10. Operate a pavement breaker to cut off a bridge deck.
11. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
12. Ensure that all heavy equipment operations are performed in an efficient and safe manner

for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.

13. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
14. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
15. Regular attendance is mandatory for this position.
16. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED). Must possess a Class A or B CDL. Must possess knowledge of heavy equipment operations on numerous pieces of machinery and 2 years previous experience operating various heavy equipment.

**OTHER SKILLS and ABILITIES:**

The incumbent may be responsible for an assigned pickup truck. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

**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 functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime

concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**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 functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Operator (EQ4)**

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**Exempt (Y/N):** No

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Road Superintendent

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**SUMMARY:**

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs labor tasks in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications, and maintain the physical condition of the shop building. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the maintenance of assigned tools and equipment. . The incumbent is responsible for machinery valued up to \$350,000.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
2. Operate forklifts.
3. Loader operation for loading trucks and stocking gravel at the crusher.
4. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
5. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
6. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
7. Make, install and maintain road number or name signs, advisory, warning, information signs and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.
8. Document and update sign installation information for computer entry and accurate record keeping.
9. Assist with record keeping on parts and equipment.
10. Make safety inspections and maintain fire extinguisher.
11. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.

12. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
13. Operate a pavement breaker to cut off a bridge deck.
14. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
15. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
16. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
17. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
18. Regular attendance is mandatory for this position.
19. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED). Must possess a Class A or B CDL. Must possess knowledge of heavy equipment operations on numerous pieces of machinery and 3 years previous experience operating various heavy equipment.

**OTHER SKILLS and ABILITIES:**

The incumbent may be responsible for an assigned pickup truck. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

**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 functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime

concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**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 functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.

# WASHINGTON COUNTY

## Job Description

### **JOB TITLE: Operator 2 (EQ5)**

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**Exempt (Y/N):** No

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Road Superintendent

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#### **SUMMARY:**

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs labor tasks in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications, and maintain the physical condition of the shop building. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the maintenance of assigned tools and equipment. . The incumbent is responsible for machinery valued up to \$450,000 and sign material/inventory valued at \$100,000.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
2. Grader operation to grade county roads.
3. Operate forklifts.
4. Loader operation for loading trucks and stocking gravel at the crusher.
5. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
6. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
7. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
8. Make, install and maintain road number or name signs, advisory, warning, information signs and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.
9. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
10. Document and update sign installation information for computer entry and accurate record keeping.



11. Document and update sign installation information for computer entry and accurate record keeping.
12. Assist with record keeping on parts and equipment.
13. Make safety inspections and maintain fire extinguisher.
14. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
15. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
16. Operate a pavement breaker to cut off a bridge deck.
17. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
18. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
19. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
20. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
21. Regular attendance is mandatory for this position.
22. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED). Must possess a Class A or B CDL. Must possess knowledge of heavy equipment operations on numerous pieces of machinery and 5 years previous experience operating various heavy equipment.

**OTHER SKILLS and ABILITIES:**

The incumbent may be responsible for an assigned pickup truck. The incumbent must possess good communication skills as there is considerable contact within the road department, local

business personnel, general public, and outside vendors.

**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 functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime

concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**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 functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Senior Operator (EQ6)**

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**Exempt (Y/N):** No

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Road Superintendent

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**SUMMARY:**

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs labor tasks in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications, and maintain the physical condition of the shop building. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the maintenance of assigned tools and equipment. . The incumbent is responsible for machinery valued up to \$450,000 and sign material/inventory valued at \$100,000.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Dozer operation to build roads, cut ditches, clear right-of-way and stockpile gravel.
2. Drive a distribution truck for asphalt paving, spread asphalt and set up base gravel
3. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
4. Grader operation to grade county roads.
5. Operate forklifts.
6. Loader operation for loading trucks and stocking gravel at the crusher.
7. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
8. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
9. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
10. Make, install and maintain road number or name signs, advisory, warning, information signs and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.

11. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
12. Document and update sign installation information for computer entry and accurate record keeping.
13. Document and update sign installation information for computer entry and accurate record keeping.
14. Assist with record keeping on parts and equipment.
15. Make safety inspections and maintain fire extinguisher.
16. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
17. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
18. Operate a pavement breaker to cut off a bridge deck.
19. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
20. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
21. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
22. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
23. Regular attendance is mandatory for this position.
24. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED). Must possess a Class A or B CDL. Must possess knowledge of heavy equipment operations on numerous pieces of machinery

and 8 years previous experience operating various heavy equipment.

**OTHER SKILLS and ABILITIES:**

The incumbent may be responsible for an assigned pickup truck. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

**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 functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime

concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**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 functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Master Operator (EQ7)**

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**Exempt (Y/N):** No

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Road Superintendent

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**SUMMARY:**

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs labor tasks in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications, and maintain the physical condition of the shop building. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the maintenance of assigned tools and equipment. . The incumbent is responsible for machinery valued up to \$450,000 and sign material/inventory valued at \$100,000.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Dozer operation to build roads, cut ditches, clear right-of-way and stockpile gravel.
2. Operate Grader for the setting up of road subgrade to finish grade.
3. Ensure all roadbeds are repaired or prepared for paving in the proper manner using the proper materials.
4. Drive a distribution truck for asphalt paving, spread asphalt and set up base gravel.
5. Operate Asphalt Paver to insure proper placement of asphalt during asphalt paving operations.
6. Operate moving truck for the transport of heavy equipment.
7. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
8. Grader operation to grade county roads.
9. Operate forklifts.
10. Loader operation for loading trucks and stocking gravel at the crusher.
11. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.



12. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
13. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
14. Make, install and maintain road number or name signs, advisory, warning, information signs and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.
15. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
16. Document and update sign installation information for computer entry and accurate record keeping.
17. Document and update sign installation information for computer entry and accurate record keeping.
18. Assist with record keeping on parts and equipment.
19. Make safety inspections and maintain fire extinguisher.
20. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
21. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
22. Operate a pavement breaker to cut off a bridge deck.
23. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
24. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
25. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
26. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
27. Regular attendance is mandatory for this position.
28. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED). Must possess a Class A or B CDL. Must possess knowledge of heavy equipment operations on numerous pieces of machinery and 10 years previous experience operating various heavy equipment.

**OTHER SKILLS and ABILITIES:**

The incumbent may be responsible for an assigned pickup truck. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

**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 functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime

concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**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 functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Senior Master Operator**  
**(EQ8)**

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**Exempt (Y/N):** No

**DATE PREPARED:** April 2022

**DEPARTMENT:** Road Department

**SUPERVISOR:** Road Superintendent

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**SUMMARY:**

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs labor tasks in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications, and maintain the physical condition of the shop building. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the maintenance of assigned tools and equipment. . The incumbent is responsible for machinery valued up to \$450,000 and sign material/inventory valued at \$100,000.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Dozer operation to build roads, cut ditches, clear right-of-way and stockpile gravel.
2. Operate scraper to move dirt and clean-up roads.
3. Operate moving truck for the transport of heavy equipment.
4. Operate Grader for the setting up of road subgrade to finish grade.
5. Ensure all roadbeds are repaired or prepared for paving in the proper manner using the proper materials.
6. Drive a distribution truck for asphalt paving, spread asphalt and set up base gravel.
7. Operate Asphalt Paver to insure proper placement of asphalt during asphalt paving operations.
8. Operate moving truck for the transport of heavy equipment.
9. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
10. Grader operation to grade county roads.
11. Operate forklifts.

12. Loader operation for loading trucks and stocking gravel at the crusher.
13. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
14. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
15. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
16. Make, install and maintain road number or name signs, advisory, warning, information signs and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.
17. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
18. Document and update sign installation information for computer entry and accurate record keeping.
19. Document and update sign installation information for computer entry and accurate record keeping.
20. Assist with record keeping on parts and equipment.
21. Make safety inspections and maintain fire extinguisher.
22. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
23. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
24. Operate a pavement breaker to cut off a bridge deck.
25. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
26. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
27. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
28. Ensure that all departmental contacts are cooperatively performed for efficient road

department operations.

29. Regular attendance is mandatory for this position.

30. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED). Must possess a Class A or B CDL. Must possess knowledge of heavy equipment operations on numerous pieces of machinery and 12 years previous experience operating various heavy equipment.

**OTHER SKILLS and ABILITIES:**

The incumbent may be responsible for an assigned pickup truck. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

**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 functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime

concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**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 functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Crew Lead (EQ9)**

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**Exempt (Y/N):** No

**DEPARTMENT:** Road Department

**DATE PREPARED:** April 2022

**SUPERVISOR:** Road Superintendent

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**SUMMARY:**

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs labor tasks in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications, and maintain the physical condition of the shop building. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the maintenance of assigned tools and equipment. . The incumbent is responsible for machinery valued up to \$550,000 and sign material/inventory valued at \$100,000.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Supervise the assigned crew in the absence of the Crew Supervisor.
2. Perform regular environmental compliance inspections or oversee inspections on permitted projects performed by the County.
3. Communicate with the public concerning road department affairs to include the resolution of complaints, communicate with vendors concerning the purchase of supplies, and make recommendations to the county concerning the purchase of road department equipment.
4. Subject to 24 hour call. Must respond to road and bridge emergencies, and other emergencies as needed. Required to check condition of roads during snow or ice.
5. Dozer operation to build roads, cut ditches, clear right-of-way and stockpile gravel.
6. Operate scraper to move dirt and clean-up roads.
7. Operate moving truck for the transport of heavy equipment.
8. Operate Grader for the setting up of road subgrade to finish grade.
9. Ensure all roadbeds are repaired or prepared for paving in the proper manner using the proper materials.



10. Drive a distribution truck for asphalt paving, spread asphalt and set up base gravel.
11. Operate Asphalt Paver to insure proper placement of asphalt during asphalt paving operations.
12. Operate moving truck for the transport of heavy equipment.
13. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
14. Grader operation to grade county roads.
15. Operate forklifts.
16. Loader operation for loading trucks and stocking gravel at the crusher.
17. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
18. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
19. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
20. Make, install and maintain road number or name signs, advisory, warning, information signs and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.
21. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
22. Document and update sign installation information for computer entry and accurate record keeping.
23. Document and update sign installation information for computer entry and accurate record keeping.
24. Assist with record keeping on parts and equipment.
25. Make safety inspections and maintain fire extinguisher.
26. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
27. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
28. Operate a pavement breaker to cut off a bridge deck.

29. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
30. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
31. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
32. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
33. Regular attendance is mandatory for this position.
34. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED). Must possess a Class A or B CDL. Must possess knowledge of heavy equipment operations on numerous pieces of machinery and 12 years previous experience operating various heavy equipment.

**OTHER SKILLS and ABILITIES:**

The incumbent may be responsible for an assigned pickup truck. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

**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 functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime

concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**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 functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.