

SNOHOMISH COUNTY JOB DESCRIPTION

ROAD MAINTENANCE LEAD WORKER

Spec No. 8045

BASIC FUNCTION

To serve as maintenance lead worker and assist the area supervisor in the supervision of one or more road maintenance crews.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as lead worker over one or more road maintenance crews and provides direct on site supervision to subordinate employees as required; lays out daily work assignments and instructs subordinates as necessary; inspects work in progress and upon completion to ensure compliance with work orders, plans and specifications; analyzes and resolves technical problems encountered in the work; enforces safety rules and regulations; may serve as leadworker over pit and quarry operations, including crushing operations and recycling/reprocessing operations.
2. Investigates and responds to complaints and requests for road maintenance work received from the general public; conducts site inspections and determines resource requirements for any needed repairs; prepares estimates of material, equipment and labor requirements for needed repair and maintenance work; serves as coordinator during emergency conditions such as flooding, snow and ice events, earthquakes, etc.
3. Maintains daily work records and employee time cards; prepares required written reports, and knowledge of the county computer network.
4. Responsible for daily field review with crews on-site.
5. Responsible for daily checking of roads for problems and establishing "rainy day" backlog of work.
6. Responsible for performance coaching and reviews with subordinates.
7. Participates in first-line discipline for infractions of safety rules, policies, and work rules, including documented verbal reprimands.
8. Conducts morning role calls in absence of supervisor.

STATEMENT OF OTHER JOB DUTIES

9. Assists supervisor in providing pager coverage on nights and weekends on a rotational basis.
10. May perform all of the duties of lower level road maintenance workers as necessary.
11. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Four (4) years experience as a Road Maintenance Worker III; OR, any combination of four (4) years of Road Maintenance Worker IV or V experience in the Road Maintenance Division of Snohomish County Department of Public Works. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License with a Class "A" Commercial Driver's License and successful completion of the Snohomish County Commercial Drivers License testing programs are required for employment.

A valid State of Washington Traffic Flagging Card

A valid First Aid and CPR card are required for employment.

Other licenses, endorsements or certification may be required for specific assignments within class.

All Road Maintenance Workers are subject to random drug and alcohol testing.

KNOWLEDGE AND ABILITIES

Knowledge of:

- road and bridge construction, maintenance and repair operations;
- materials, tools and equipment used in all phases of road or bridge construction maintenance and repair work;
- mechanical operation of the full range of motorized construction and maintenance equipment;
- routine preventive maintenance and troubleshooting procedures relevant to the full range of construction and maintenance equipment;
- federal, state, and local laws, rules and regulations governing road maintenance and repair operations;
- potential hazards associated with the work and safety rules and regulations;
- basic first aid methods and procedures;
- Snohomish County policies and procedures.

Ability to:

- analyze and determine resource requirements for a variety of road maintenance and repair work;
- layout, organize and supervise the work of subordinate employees;
- read, interpret and work from a variety of blueprints, drawings and work orders;

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- prepare a variety of drawings, work plans and specifications, cost estimates and other written materials;

KNOWLEDGE AND ABILITIES (continued)

Ability to:

- operate the full range of construction and maintenance equipment skillfully and safely under all types of weather conditions;
- understand and follow oral and written instructions;
- establish and maintain effective work relationships with co-workers;
- deal courteously and tactfully with the general public and co-workers;
- maintain accurate and complete written records and prepare required reports.

PHYSICAL EFFORT

Moderate physical effort is required in the operation of various pieces of construction and maintenance equipment. Occasional strenuous physical exertion may be required in the adjustment or servicing of the equipment or when performing manual labor tasks.

SUPERVISION

The work is performed under the direction of the area supervisor and requires considerable independent judgment by the employee. The work is reviewed through status reports, staff meetings and results obtained. The employee is responsible for the direct, day-to-day supervision of one or more work crews in the field.

WORKING CONDITIONS

The usual office environment with the majority of the work performed outdoors in all types of weather at work sites throughout the county. The employee is exposed to a variety of potential hazards associated with this type of work when working in the field. Employees may be required to work evenings, weekends or holidays and are subject to call out at any time for emergency conditions.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1998

Revised: October 1999, March 2003, May 2016

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 239 – Classified Pay Plan

Pay Grade: 241 – Classified Pay Plan - Hourly (Spec No. 8108)

Workers Comp: 1501 Hazardous