



## COMMISSION STAFF REPORT

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**MEETING DATE:** March 02, 2021

**ITEM TITLE, PRESENTER:** Maintenance Technician II Job Description, Todd Adair – Road Superintendent

**RECOMMENDATION:** Approve Job Description

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### SUMMARY

The San Juan County Road Department would like to have a career ladder path for shop personnel. There is one in place for the Road Crew and we would like one for the shop to increase our hiring pool of applicants.

### HISTORY/PAST ACTION

N/A

### FISCAL IMPACT

This job will fall under the Mechanic position that is in the budget.

Job Title: Maintenance Technician II	Step: 40-89
Department: Road Department	Grade: 6-12
Effective Date: January 1, 2021	
Revision Date:	FLSA Status: Non-Exempt

### **General Purpose**

**Entry Level:** Performs a variety of light cleaning and housekeeping duties. Has the primary responsibility to the Monticello Road Office, Monticello Road Shop, Blanding Road Office and Blanding Road Shop. Additional duties include but not limited to detailing of vehicles and equipment. Skill and ability relating to operation and maintenance of equipment used in road construction, maintenance and repair of County roads.

**Intermediate Level:** Duties as described in entry level along with a higher degree of skills and abilities relating to operation and maintenance of equipment and vehicles used in road construction, maintenance and repair of County roads.

**Advanced Level:** Skills and abilities for entry and intermediate level along with more experience, skills and abilities relating to operation and maintenance of equipment used in road construction, maintenance and repair of county roads. Shows ability to assist on projects and work independently in the absence of the supervisor.

### **Essential Functions**

- Sweeps and washes work areas and floors in the shop and Road Office. Empties garbage and other debris from around the shop and Road Office as necessary.
- Clean windows, dusts and vacuum floors.
- Removes snow and other debris from around the shop and Road Office as necessary.
- Clean and wash county vehicles.
- Performs manual labor with hand tools and assists more experienced operators with a variety of laborer tasks related to repairs on equipment and/or road maintenance.
- Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, replacing fixtures or lighting and mounting things as needed.
- Notifies supervisor concerning the need for major repairs.
- Removes snow on county roads using snow removal equipment. Responds to snow removal operations and emergency situations on a 7 day/24 hour basis, as needed.
- Fabricates, modifies, welds and installs special equipment or replacement parts.
- Service and repair various types of heavy equipment and vehicles.
- Performs minor and major tune-ups on all county vehicles and equipment.
- Changes and repairs tires; completes vehicle maintenance records; and inspects vehicles for annual registration.

### **Intermediate and Advanced Level:** (Essential functions above along with the following):

- Performs pre-trips, safety checks and services on assigned equipment. Performs routine maintenance and emergency repairs and reports mechanical problems for shop repair.
- Must be able to operate with proficiency snow plows and sanders, water trucks, and end dumps. At the advanced level must be able to operate with proficiency transport equipment and belly dumps.
- Advanced level: limited experience operating a motor grader, dozer and scraper.

### **Minimum Qualifications:**

- Must be at least 18 years of age.
- High School graduate or equivalent.
- Must possess a valid Utah Driver's License, with a clean record.

- Must be able to report for work on time and perform the duties of the job for the entire workday.
- Must be able to acquire and maintain Utah Vehicle Safety Inspection Certification.
- **Intermediate level:** Must possess a valid Utah Commercial Driver's License Class "B", with a tanker endorsement and a clean driving record.
- **Advanced level:** Must possess a valid Utah Commercial Driver's License Class "A", with a tanker endorsement and a clean driving record.
- **Intermediate and Advanced level:** Must able to pass and maintain a DOT medical certification.

#### **Required Knowledge, Skills and Abilities**

- Knowledge of cleaning and basic tools utilized in building maintenance.
- Skill in operation of a variety of hand tools.
- Knowledge and ability in the use of gas, mig and arc welding techniques.
- Ability to understand and carry out routine, oral and written instructions. Make routine decisions independently.
- Able to drive or operate vehicles or small equipment such as skid steer, forklift and other miscellaneous cleaning equipment.
- Ability to act independently with little to no supervision.
- Must be able to follow written and verbal instructions.
- Understands and follows work zone safety and traffic control. Understands and follows San Juan County Policy and Procedures.
- Attends specific trainings as required for certification and possess the necessary tools to complete duties.
- Has the ability to establish and maintain effective working relationships with employees and the public.

#### **Physical Requirements**

- Must be able to walk, climb, stand, bend, reach, push, pull, stoop, sit or squat on even or uneven surfaces 3 to 5 hours.
- Must have full range of movement in hands, arms and legs.
- Ability to perform moderate to heavy physical work. To lift, pull and push at least 75 pounds for extended periods of time in uncomfortable working conditions and positions.
- Must be able to hear and speak clearly to communicate with Supervisors, Employees and the general public.

#### **Work Environment**

- Must be able to withstand exposure to loud noises, exhaust, fumes, dirty equipment, dust, grease, oils, solvents, dampness, heights, objectionable odors, contaminants, inclement weather and possibly rough terrain.
- Work could expose employee to unknown, dangerous and/or life threatening conditions including working near moving mechanical parts, hot oil, working at night, in rain or snow and other weather related conditions as well as poor ventilation.

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**Disclaimer:** The above statements describe the general nature, level and type of work performed by the employee(s) assigned to this classification. They are not intended to be and exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above Job Description.

Date: \_\_\_\_\_