

BUCHANAN COUNTY

Position: Utility Man

Supervises: NA

Department: Secondary Roads

Gives work direction to: None

FLSA Status: Non-exempt
AFSCME Secondary Road Unit

Reports to: Shop Foreman, Road Superintendent,
and/or Engineer

Revision date: September, 2021

POSITION SUMMARY

At will position appointed by the Board of Supervisors and reporting to the Shop Foreman, Road Superintendent and/or Engineer. Under general supervision, the incumbent is assigned duties according to specific procedures in maintenance of secondary roads shop buildings. Assists with fixing tires, makes deliveries, may perform intense physical labor activities and operates various road equipment when needed.

ESSENTIAL JOB DUTIES

- Assists in the construction and maintenance of secondary roads facilities and grounds including carpentry, plumbing, janitorial, and grounds maintenance.
- Cleans lavatories, toilets and bathrooms using cleaners and sanitizing solutions.
- Performs minor repairs such as painting and cleaning of office(s) and shop room(s); wall repairs. Replaces filters, light bulbs, ballasts, lavatory handles, valves and gaskets, traps, etc.
- Trims shrubbery using hand and power tools, mow/trim grass area, removes snow from steps and sidewalks at main shop
- Services and performs routine maintenance and minor repairs on all assigned equipment such as oil and tire changes, greasing and inspections; washing and detailing of vehicles and assists mechanic on major breakdowns. Assist with servicing and repairs to equipment.
- Must maintain a valid State of Iowa Commercial Driver's License (CDL), Class B with air brakes and be insurable under the county's guidelines; as travel to various sites may be required.
- Performs manual labor and other duties as required. While performing the duties of the job, the employee must frequently walk, climb steps and ladders, climb in and out of vehicles, will sit and stand for an extended period, will routinely push/pull, lift, move or load up to sixty-five (65) pounds. **Team lift or mechanical assist is required for objects weighing over fifty (50) pounds.**

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Shop Foreman, Road Superintendent, and/or Engineer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to write and communicate information to the public, answer questions while working in the field, and to comprehend directions and instructions.
- Ability to drive trucks and other vehicles in a safe and conscientious manner.
- Ability to safely use cleaning equipment and supplies.
- Ability to work out doors in all types of weather conditions, day or night, in normal and emergency situations to ensure the proper completion of maintenance activities.
- Ability to operate and use tools required in highway maintenance work.
- Ability to organize time, manage a variety of work duties, perform work without constant direct supervision, and work as a team player.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Continued):

- Ability to access Safety Data Sheets (SDS) to read and understand labels, follow and enforce safety procedures including in the wearing of appropriate personal protective equipment (PPE).
- Knowledge in the safe operation of hand tools, power tools, and with light and heavy highway maintenance equipment requiring hand, foot, and eye coordination.
- Displays high standards of ethical conduct, and refrains from dishonest behavior.

ENTRY REQUIREMENTS

Education/Training: High school diploma or GED;

And

Work Experience: Six (6) months to one (1) year experience with light equipment operations work;

Or

An equivalent combination of one year of education, training and/or work-related experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position. Emphasis given to education and/or experience in repair and maintenance equipment.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Commercial Driver’s License (CDL) Type B with air brakes, and be insurable under the county’s guidelines

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: None.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics 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.

- *Physical demands:* While performing the duties of this job, the employee is frequently required to walk, climb steps and ladders, climb in and out of vehicles; sit and stand for an extended period; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, balance, stoop, kneel, crouch, or crawl, talk or hear. The employee will routinely push/pull, lift and/or move up to sixty-five (65) pounds. **Team lift or mechanical assist is required for objects weighing over fifty (50) pounds.** *Specific vision* abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* Work is conducted primarily outdoors so the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate to loud. Exposed to noise; moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibrations.

HOURS OF WORK

Generally, 40 hours per week with the normal workweek for regular full-time employees consisting of five (5) consecutive eight (8) hour days, Monday through Friday. The employee may be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The County reserves the right to change or reassign job duties or combine positions at any time.
5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Department Head Signature

Employee/Applicant Signature

Date

Date