

Highway Maintenance Worker

Job Code	Job Title	Pay Grade
3074N3	Highway Maintenance Worker Trainee Includes HMWT-B and HMWT-A	24
3075N3	Highway Maintenance Worker I	25
3076N3	Highway Maintenance Worker II	26
3077N3	Highway Maintenance Worker III	28
3078N3	Highway Maintenance Worker IV	29

CONCEPT:

Highway Maintenance workers are essential for the safe and efficient transportation of goods and people. Maintains highways and facilities through activities such as repairs, resurfacing, mowing, and snow and ice control to provide for safe and functional roads and to clear hazardous conditions.

Responsible for maintenance and repair of roads and landscape including the roadway surface, shoulders, traffic guidance signs, drainage structures and the roadside.

TASKS:

HMW Trainee, HMWT-B and HMWT-A

- This position requires the operation of light duty and, on occasion, medium duty automotive equipment.
- Performs a variety of beginning and skilled manual labor tasks associated with various maintenance activities.
- Participates in a formal on-the-job training program designed to provide controlled instruction through exposure to the techniques and equipment used in construction and maintenance work.
- Receives training in the operation and maintenance of equipment and highway repair methods and procedures.
- Learns and demonstrates safety measures in all aspects of work assigned such as loading and unloading construction and maintenance equipment from trucks and flatbed trailers; protecting selves from moving parts of equipment; proper and required clothing and equipment and use of weed sprayers.
- Learns and performs operation of KDOT equipment including but not limited to trucks, mowers, rollers, and loaders.
- Learns and performs operation and service of motor graders, loaders, asphalt distributors and self-propelled rollers to clean and grade ditches, shoulders and slopes; move dirt; maintain landscapes; and compact or resurface roads.
- Learns and performs the repair, maintenance and erection of signs, guardrails and snow fences in accordance with manual instructions.
- Learns theory and practice related to and performs flagging assistance for work crews doing repairs near traffic.
- Learns to keep records according to agency practices such as identifying use of time by project, fuel, usage, repairs made or needed.
- Learns and performs clearing of snow and ice from roads or parking lots by using snowplows and spreaders
- Removes obstructions from roads such as accident debris or dead animals.
- Serves as trainee for a period not to exceed one year

Highway Maintenance Worker I

- Operates light and medium-duty equipment regularly and heavy equipment occasionally as necessary.
- Performs a variety of moderate to skilled manual labor tasks associated with various maintenance activities.
- Receives training on equipment operation and maintenance procedures through an on-the-job training program

- Operates miscellaneous maintenance tools and equipment such as chain saws, weed eaters, pumps, compressors, jackhammers, generators, power tools and uses various hand tools for jobs such as bridge repair, paint striping or lawn and grounds maintenance
- Operates dump trucks, various light and medium duty trucks, small and medium size loaders, mowers, tractors, rollers, power brooms to perform various landscape maintenance tasks.
- Operates backhoes, forklifts, tractors with blade attachments to maintain grounds and install utility lines.
- Operates a self-propelled roller in compacting or resurfacing roads, and in compacting roadway base or surfacing material; operates an asphalt distributor on resurfacing projects.
- Operates a pug mill or hot mix plant to make surface material.
- Operates a motor grader in grading and cleaning ditches, grading shoulders and slopes, and other rough grading.
- Operates trucks and trailers to transport equipment and materials
- Performs routine preventive maintenance and minor repairs to equipment, road and physical plants.
- Writes reports of materials used and work accomplished by a small crew or by self.
- Clears snow and ice from roads and parking lots by using snow and ice control equipment including a loader or truck-mounted plow and spreader
- Mixes various materials for use in snow and ice operations including salt and sand mix and salt brine
- Removes obstructions from roads such as dead animals or accident debris.
- Participates in the erection and maintenance of snow fences, guardrails and signs.
- Assists co-workers in the operation of various pieces of construction or maintenance equipment to provide training in equipment operation.
- Performs manual labor to set up and remove temporary traffic control for maintenance work zones and serves as a flag person to route traffic around work crews.

Highway Maintenance Worker II

- This position is expected to have obtained a strong knowledge of maintenance policies and procedures.
- Serves as support for the lead worker on a maintenance work crew. May serve as the lead worker for a small maintenance crew.
- This position is expected to provide support and guidance to less experienced team members in equipment operations and in proper maintenance procedures.
- Performs moderate to skilled manual work associated with various maintenance activities including the more complex activities.
- Operates light and medium-duty equipment regularly and heavy equipment occasionally as necessary.
- Operates dump trucks and various pieces of equipment, including the more complex equipment such as loader/backhoe, motor grader and distributor during the performance of maintenance activities.
- Operates miscellaneous maintenance equipment such as jackhammers, saws, compressors, generators, power tools, crack seal machine and uses various hand tools.
- Checks, services, adjusts and performs preventative maintenance and minor repairs on equipment
- Operates a loader, truck-mounted plow and spreader or motor grader in snow and ice control operations.
- Performs manual labor to set up and remove temporary traffic control for maintenance work zones and serves as a flag person to route traffic around work crews.
- Operates trucks and trailers to transport equipment and materials

Highway Maintenance Worker III

- This position is expected to have obtained a strong knowledge of maintenance policies and procedures and provide effective leadership to their assigned work unit.
- Directs employees to ensure job completion by coordinating routine tasks, equipment and materials, and by providing information concerning work methods and procedures.
- Trains co-workers in the operation of a wide range of construction or maintenance equipment.
- Provides input to supervisor on performance reviews for employees in HMW positions.
- Operates, or assists in training other employees in the operation and maintenance of trucks, tractors/attachments, street sweepers, mowers, and related equipment in the performance of ground keeping duties.
- Serves as lead-worker in the activities of highway maintenance crews for road and bridge repairs, removal of accident debris and dead animals, and other assignments such as erection and maintenance of signs, snow fences and guardrails.

- Operates or oversees the operation of a self-propelled roller in compacting or resurfacing roads, and in compacting roadway base or surfacing material; operates/oversees an asphalt distributor on resurfacing projects.
- Operates or oversees the operation of a motor grader in grading and cleaning ditches, grading shoulders and slopes, and other rough grading; operates a bull-dozer in clearing right-of-way, backfilling, and moving dirt.
- Performs most finished grading operations, including grading to prescribed elevations; operates bulldozers and other grading equipment; blade mixing of asphalt mixes and blade laying of asphalt mix on roadways.
- Operates hydraulic excavator, loader/backhoe, or crane in digging of ditches, cutting down slopes, repairing earth slides, and loading rock, gravel and other material on trucks; operates tools or equipment unique to a particular job, such as bridge repair or paint striping; paint machines, asphalt lay down machines, and other heavy construction and maintenance equipment.
- Serves as tractor-trailer or truck-trailer operator in the transport of heavy equipment over the public roads; supervises and performs loading and unloading of heavy equipment.
- Assists mechanics in making repairs to equipment as well as minor running repairs and performs preventive maintenance and servicing work in connection with the operation of heavy equipment.

Highway Maintenance Worker IV

- Leads a crew of maintenance workers and equipment operators, including lead workers, in field assignments, performing such work as repairing and resurfacing highways; mowing rights-of-way; litter and trash clean-up; snow and ice removal; erecting, removing and repairing snow fence, guardrails, and signs; seeding and sodding; painting traffic lines; cleaning and grading ditches and shoulders; repairing and cleaning drainage structures, and resurfacing and repairing bridge decks.
- Contributes to the performance reviews of crew members.
- Prepares and maintains resource management system reports and records of material, equipment and personnel utilization, work plans and inventories for computer input in accordance with standards, in the absence of a supervisor.
- Inspects roads and related physical structures for problems to assist in the development of current data for priorities of work in an assigned region.
- Directs, leads or performs finished grading operations; supervises or operates grading equipment; blade mixing of asphalt mixes and blade laying of asphalt mix on roadways.
- Directs co-workers in the operation of a wide range of construction or maintenance equipment to provide training. May serve as tractor-trailer or truck-trailer operator in the transport of heavy equipment over the public roads.
- Leads and assists in performing the loading and unloading of heavy equipment.
- Maintains and submits various records or reports relating to manpower, materials, and equipment resources.
- Leads the activities of highway maintenance crews for road and bridge repairs, winter storm operations, removal of accident debris and dead animals, and other assignments such as erection and maintenance of signs, snow fences and guardrails.

LEVELS OF WORK

- Class Group consists of five classes.

Highway Maintenance Worker Trainee: This work is supervised on-the-job training in the operation of mechanical tools and light to heavy equipment used to maintain highways, rights-of-way, roads, facility grounds and related areas. Assignments are selected to provide sequential experience in practical applications of training that have been provided in controlled settings. The work that is assigned will begin with closely supervised, specific routine tasks and will progress in difficulty and independence of performance until equal to the tasks that are considered full-performance Highway Maintenance work.

Minimum Requirements: Valid driver's license at time of appointment. HMWT-B requires a CDL Class B license with tanker and air brake endorsements. HMWT-A requires a CDL Class A license. ****Pass-Through Classification***

Highway Maintenance Worker I: This is skilled and unskilled work in the operation of mechanical tools and light to heavy equipment used in maintenance and construction and routine maintenance of that equipment. Employees in this class may occasionally assist in the training of less skilled workers.

Minimum Requirements: One year of experience in highway maintenance and valid CDL Class A at time of appointment. Education may be substituted for experience as determined relevant by the agency.

Highway Maintenance Worker II: This is skilled work in the operation and general maintenance of a wide variety of heavy equipment and tools used in construction and maintenance work. Work involves responsibility for the safe and efficient operation of light to heavy construction and maintenance equipment used in a full range of work. Employees have experience with a broad spectrum of activities and responsibilities in multiple major maintenance areas such as surface maintenance, roadside/right-of-way maintenance, snow and ice removal/treatment, safety policies and procedures, bridge maintenance, and pavement striping. This includes attaining a full understanding of standards, guidelines, policies, and concepts.

Minimum Requirements: Two years of experience in highway maintenance that meets the needs of the agency and a valid CDL Class A at time of appointment. Education may be substituted for experience as determined relevant by the agency.

Highway Maintenance Worker III: This is highly skilled work in the operation and general maintenance of a wide variety of light to heavy equipment used in construction and maintenance work. May serve as a lead worker of a crew. Work involves responsibility for the safe and efficient operation of primarily the heaviest and largest types of construction and maintenance equipment used in a full range of construction and maintenance work. Employees have mastered a broad spectrum of activities and responsibilities in multiple major maintenance areas such as surface maintenance, roadside/right-of-way maintenance, snow and ice removal/treatment, safety policies and procedures, bridge maintenance, and pavement striping. This includes attaining basic leadership skills and a complete understanding of standards, guidelines, policies, and concepts.

Minimum Requirements: Three- and one-half years of experience in highway maintenance that meets the needs of the agency and a valid CDL Class A at time of appointment. Education may be substituted for experience as determined relevant by the agency.

Highway Maintenance Worker IV: This is advanced skilled work in the operation and general maintenance of heavy equipment used in construction and maintenance work and extensive lead work assisting supervisory/managerial staff in directing highway maintenance activities for a specific geographic region, or on other state properties or facilities. Work involves responsibility for the safe and efficient operation of heavy construction and maintenance equipment used in a full range of construction and maintenance work. Duties include serving as lead worker to employees in highway maintenance and related manual tasks. Incumbents must be capable of allocating the necessary resources in a timely fashion in accordance with the applicable rules and regulations in order to keep roads maintained and repaired. The safety of all employees and the public is a major consideration in all phases of the process, as well as maintaining good relations with the public.

Minimum Requirements: Five years of experience in highway maintenance that meets the needs of the agency and a valid Class A CDL at time of appointment. Education may be substituted for experience as determined relevant by the agency.