



**Classification Title: Morgan County Highway Garage Seasonal Maintenance**

Employment Status: Seasonal Full or Part-time

FLSA Status: Hourly (no insurance benefit)

Reports to: Morgan County Highway Department Roadway Supervisor

Department: Office of the Engineer

Pay Range: \$15.00-\$18.00 per hour

**Job Summary:**

Seasonal Maintenance at the Morgan County Highway Garage maintains and enhances Morgan County's facilities by performing unskilled and as capable, semi-skilled jobs in a manner which ensures a quality product consistent with Morgan County policies.

**Essential Duties and Responsibilities:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform the essential duties listed below:

- Performs unskilled and as capable, semi-skilled work of a routine, repetitive nature in a responsible manner i.e., mowing, weed trimming, building and facility maintenance such as cleaning, pressure washing and painting.
- Performs routine maintenance on Morgan County's building facilities and grounds.
- Makes minor mechanical repairs and service on division's equipment as directed.
- Works with semi-skilled and skilled-level employees toward to completion of construction renovation projects and repair work of facilities.
- Works towards proficiency in the operation and maintenance of equipment.
- Keeps direct supervisor promptly informed of key significant issues or concerns.
- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- Performs related duties as assigned or apparent.

**Qualification Requirements:**

- Must possess and maintain a valid driver's license under the laws of the State of Ohio.
- Demonstrated ability to exhibit teamwork approach that recognizes contribution of all employees.
- Demonstrated ability to perform variable physical requirements of maintenance work.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar with the ability to communicate one-on-one or in group settings.



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- Ability to perform work with a high degree of accuracy and organization.
- Ability to work cooperatively with others.
- Ability to perform with considerable independence and initiative.

### **Preferred Qualifications:**

- Familiarity with Morgan County Highway System.

### **Physical Demands:**

Described herein are representative of those that must be routinely met by an employee to successfully perform the essential duties of this position. Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform the essential duties listed below:

- Must be able to lift, lower, pull and push loads up to 50 pounds. The ability to bend over from the waist repeatedly.
- Must have sufficient stamina to perform light manual tasks for prolonged periods of time.

### **Working Conditions:**

Described herein are representative of those that must be met by an employee while performing the essential duties of this position. Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform their essential duties.

Must be available to work outside for extended periods of time in all weather conditions.

Must be available for emergency overtime, including snow and ice control overtime, as a condition of employment.

*This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the position and is subject to review and change at any time. With or without notice, in accordance with the needs of the Morgan County Highway Department. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.*

### **Benefits:**

- Public Employees Retirement System (P.E.R.S.)
- Time and a half for overtime