



POST FALLS HIGHWAY DISTRICT

Job Description

Department	Road Maintenance Specialist
Location	5629 E Seltice Way, Post Falls ID
Reports to	Director, Deputy Director, Crew Foreman
Type of Position	Full time

GENERAL DESCRIPTION

- This 40-hour per week position performs essential duties on construction and maintenance of the Highway District's roads operating heavy equipment, trucks, and performing heavy manual labor. General duties include but are not limited to snow removal and anti-icing applications, lay asphalt and chip seals, flagging, drainage, equipment and facility maintenance, striping, brush clearing, pit work, traffic signs, and other tasks as directed. No task should be considered to be too big or too small. Must be precise and detail oriented with the ability to follow directions closely, display mechanical aptitude, and the ability to operate the valves, levers, hand wheels and other controls on the machines. Availability to work long hours, after hours, weekends and holidays when necessary. A training period is exercised.

WORK EXPERIENCE REQUIREMENTS

- Two or more years of experience in a related field.
- Valid Class A CDL including appropriate endorsements.
- Grader experience preferred.
- Pass pre-employment drug screen and criminal background check.
- Validate work status for the I-9 Immigration document.

JOB FUNCTIONS

- Must work cooperatively and constructively with fellow employees and the public to provide public service of the highest quality.
- Provide a professional and courteous attitude to supervisors, co-workers, the general public at all times.
- Work in all types of weather, under hazardous conditions on congested roadways, obstructed roads, in and around operating equipment in a noisy environment and with hazardous chemicals and materials.
- Operates single axle and dual axle dump trucks with automatic and manual transmissions, grader, loaders, roller and compactors, tractors, sprayers, sweepers, snow plows, asphalt laydown machines, etc.
- Requires manual labor in construction and maintenance projects, performs routine maintenance and emergency repairs.
- Asphalt road maintenance including patching, seal coats, crack filling, sweeping, flushing, and grinding.
- Gravel road maintenance activities including grading, crushed rock placement, screening gravel, building approaches and driveways.
- Roadside maintenance including mowing, brush control, litter pickup, fencing, mailbox repairs, curb work, retaining walls, tree pruning, weed spraying, guard rail work, installation of delineators, signs, street lights.
- Drainage maintenance including pulling and cleaning ditches, slides, culverts, drywells, rip rap, hydro seeding.
- Winter maintenance including plowing, sanding, mag application, and truck and plow maintenance.
- Traffic control. (Certification will be provided if candidate is not already.)

WORK ENVIRONMENT

- Winter Hours 6:00 am to 2:30 pm, Mon-Fri; Summer Hours 6:00 am to 4:30 pm., Mon-Thurs
- All weather, strenuous and physical demanding such as clearing brush, using chainsaw, lifting, and carrying heavy objects indoors and outdoors.
- Prompt arrival, 30-minute lunch.
- Frequently lifts 50-100 lbs.

EDUCATION AND TRAINING

- Training provided by District to personnel including first aid/CPR, flagger certification, SEEP certification, and job related training to earn federal Road Scholar and Road Masters Certifications.

PAY AND BENEFITS

- Up to \$35.96 per hour DOE. Sick leave, annual leave, and paid holidays. Benefits provided by the District are medical, dental, life insurances, retirement (with required employee contribution), HRA/VEBA contribution. Certain safety clothing and equipment is provided.

ADA REQUIREMENTS

Post Falls Highway District is Title VI and EEO compliant.