

# Ferry County Public Works Department



## JOB DESCRIPTION

**Job Title:** **MAINTENANCE INTERN**

**FLSA Status:** Non-exempt

**Supervision:**

**Supervisor:** Maintenance Foreman

**Supervises:** N/A

**Summary:**

Operate a variety of heavy and light construction equipment. Haul material and equipment used in the construction, maintenance and repair of County roads and related facilities. When not operating equipment, personnel may be required to perform mechanical work, welding, maintenance and other labor as assigned.

**Scope of Responsibility:**

Responsible for the safe operation and maintenance of assigned equipment. Creating and maintaining a safe working environment for self, fellow employees and the public. Maintain a professional mannerism while interacting with the public.

**Typical Duties:**

Proficiently operate heavy construction equipment; such as truck and truck/trailer combinations, backhoes, motor graders, bulldozers, rollers, mowers, front-end loaders, snowplows and sanders for a variety of road construction and maintenance operations.

Proficiently lay and align culvert pipe to proper grade.

Perform necessary excavation using appropriate hand tools such as shovels, rakes and motor – operated equipment.

Operate large dump trucks in the hauling of road materials to and from sites.

Safely operate chain saws for the purpose of brush cutting and falling trees.

Bridge maintenance and repair.

As assigned, performs flagging and other manual or general labor in construction and maintenance tasks, including a variety of repair activities when equipment is not in use.

Performs all work in accordance with sound safety practices.

Performs some elementary computer operations.

Keeps and maintains a personal log as well as various equipment logs.

Respond to public inquiries in a courteous manner: provides information within scope of knowledge and authority or refer to supervisor.

**Knowledge:**

Knowledge of assigned maintenance equipment: construction and repair methods and procedures, and operating methods and functions of construction equipment.

Knowledge of safety hazards and procedures: cognizance of public safety matters.

Knowledge of some computer operations.

**Essential Requirements:**

Employee applicant must live or be willing to relocate within thirty (30) minutes of assigned work station.

A telephone is required.

**Licenses and other Requirements:**

Commercial Driver's License (CDL) possession not required upon initial hiring but must have the ability to obtain a CDL class A within the first year of hire. A current Flagging and Traffic Control Card and a current First Aid certification or ability to demonstrate ability to acquire within determined timeframe.

**Physical Demands and Environment:**

The working environment for the Maintenance Intern position is a field setting working in all types of weather and temperature conditions. The duties require walking on various types of surfaces including rough terrain, sitting, standing, ability to maintain balance, climb stairs, ladders, and inclines, ability to kneel, bend, stoop, crouch, reach, push, pull, twist: requires a sense of touch, finger dexterity, gripping with fingers and hands, ability to transport 50-100 pounds; ability to operate passenger vehicles, trucks and construction equipment; work alone and in remote areas; exposure to sun light, outside temperature extremes; including ice and snow, dampness; exposure to smoke, noxious odors, fumes, chemicals, solvents and oils, exposures to noxious weeds and plants, dust, pollen, insect stings. Ability to discern voice conversations and alarms, to convey information and have far, side, night, color vision with depth perception. Requires wearing of hard hats, safety-toe footwear, safety-glasses or goggles, welding helmets, ear plugs or muff, respirators and rubber or leather gloves as assigned by County Engineer/Director.

**Abilities:**

Physical strength and ability sufficient to perform manual labor for extended periods under dirty and uncomfortable conditions and in all types of weather.

Ability for continuous physical exertion including frequent bending, walking and heavy lifting.

Ability to operate hand power operated tools and equipment and operate large vehicles and construction equipment.

Ability to work as a team member as well as an ability to work as an individual and to communicate clearly, both orally and in writing.

The above job description generally describes the position of MAINTENANCE INTERN. The principal functions of the job, the level of knowledge and skill required, and the scope of responsibility described should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the work load.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**