

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS - ROADS

JOB TITLE: ROADS WORKER II (WITHOUT A CDL)
GRADE 10/STEP 4-\$17.47 HOURLY/\$36,338 ANNUALLY-
GRADE 10/STEP 5-\$17.92 HOURLY/\$37,274 ANNUALLY
*DEPENDING ON EXPERIENCE

JOB TITLE: ROADS WORKER III (WITH A CDL A OR CDL B)
GRADE 11/STEP 4- \$18.38 HOURLY/\$38,230 ANNUALLY-
GRADE 11/STEP 5- \$18.83 HOURLY/\$39,166 ANNUALLY
*DEPENDING ON EXPERIENCE

WORK LOCATION: WORCESTER COUNTY ROADS DIVISION OFFICE, 5764 WORCESTER HIGHWAY
SNOW HILL, MD 21863 WITH WORK COMPLETE THROUGHOUT WORCESTER
COUNTY

WORK SCHEDULE: 6:00 AM TO 4:30 PM MONDAY TO THURSDAY

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Under the direction of the Roads Superintendent, drives, operates and trains on non-commercial and commercial weight vehicles (over 26,000 pounds); perform unskilled and semi-skilled labor work; use hand and power operated tools; operate and maintains a variety of small gas powered, electrically driven, and/or hydraulically operated equipment/machinery and associated equipment used by the Department of Public Works.

GENERAL REQUIREMENTS

- Pre-employment background check
- Safety Sensitive position requiring Drug and Alcohol testing
- Subject to emergency call-back with little or no notice
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points
- Current DOT Physical with CDL A or B
- Normal work week is Monday-Thursday 6:00am-4:30pm

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Repairs, resurfaces and rehabilitates roadways. Erects and repairs guardrails and traffic signs. Constructs forms, mixes concrete and final finish surfaces. Repairs, maintains and paints buildings, bridges and other structures
- Mows grass and remove debris from roadways and drainage systems; trim limbs of trees and apply herbicide
- Assists mechanic with vehicle and equipment repairs, performs minor repairs and maintenance
- Maintains records and logs
- Ensure confidentiality of information and records and complies with record retention schedule
- Drives and operates commercial weight, single and tandem-axle vehicles and equipment
- Participates in safety related training including confined space, trench working conditions, and the handling of hazardous materials, maintains records and logs
- Completes assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely

- Knowledge of proper safety procedures and PPE utilization at all times to perform job related duties
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres, supports, and enforces Worcester County Government Personnel Rules & Regulations
- Plows and sands roads during snow emergencies
- Performs other related duties at any location as assigned

QUALIFICATIONS AND SKILLS

- Basic knowledge of the operation and function of tools, equipment, and commercial weight vehicles used in the construction and maintenance of pipelines, roads, drainage systems, and related structures
- Basic knowledge of the methods used in snow clearing operations
- Skill in the operation of hand and power tools, machines, equipment, and vehicles. Skill in making minor and routine repairs/adjustments to machinery, vehicles and equipment
- Oral and written communication skills necessary to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and to communicate effectively with the public and co-workers
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to perform manual physical labor including frequent walking, bending, stooping, lifting and carrying heavy objects up to 80 lbs., and the operation of vehicles, tools, and equipment
- Possession of a valid Class "B" CDL (**within 1 year**) and driving record with less than 4 points (MD); Current ICC Physical Examination card, ability to pass ICC drug screen
- Ability to perform duties independently and as part of a team; to instruct others on equipment and vehicles of higher complexity; and complete assigned tasks by established deadlines
- Ability to work outdoors in adverse weather conditions

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Very Heavy work; Constant viewing and lifting over 20lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 50lbs; Occasionally over 80lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects; work in extreme and/or inclement weather conditions. Work areas frequently encountered include open ditches, trenches, bridges, overpasses, open water, heavy machinery, excessive noise and vehicular traffic.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.