

# Wells County, North Dakota

Wells County Courthouse  
**Road Department**  
700 Railway ST N  
Fessenden, ND 58438  
(701) 547-3497

## Job Description

<b>Job Title: Temporary/Seasonal Road Worker</b>	<b>Job Status: Full-Time</b>
<b>Department: Road Department</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports To: Road Superintendent</b>	<b>Effective Date: October 2019</b>

### ❖ Nature of Work:

Perform the duties of the Wells County Road Department with a focus on the maintenance of the county and bridge systems, as well as township roads. Perform all duties assigned by the Road Superintendent.

### ❖ Essential Functions of Work:

- Safely and productively operate equipment in various operations, including construction, maintenance, and repair of county and township roads.
- Operate other heavy equipment including but not limited to, motor grader, backhoe, loader, skid-steer, dump truck, and semi-truck (if possessing CDL Class A driver's license).
- Prepare roads for accessibility, which includes laying gravel, etc. Assists in the building, repair, and rehabilitation of new and substandard roads.
- Operate lawn mower, where needed.
- Perform daily inspections on assigned equipment to identify any safety and maintenance issues.
- Perform preventative maintenance on assigned equipment.
- Service and make minor repairs on equipment.
- Maintain and clean equipment, work, and shop areas.
- Operate heavy equipment.
- Haul water, gravel, and other materials.
- Perform pavement sealing and patching.
- Clear county road ditches of debris.
- Monitor, fix, and replace County traffic signs.
- Perform traffic control.
- Maintain and fill out haul sheets, equipment maintenance sheet and other documentation deemed necessary by the county road supervisor.
- Survey roads for potential hazards.
- Perform culvert work and bridge work (maintenance, cleaning, installation, and repairs)
- Perform work with hand tools, including trenches, cutting down trees and brush.
- Follow safety procedures and instructions to ensure safety of entire team.
- Attend meetings, trainings, and/or conventions as directed and authorized by the supervisor.

- Work effectively and cooperatively with co-workers.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Road Department, as required or assigned by the Road Superintendent.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to perform light physical work and carry up to 75 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate all county road equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to Road Crew related duties.
- Physical environment consists of indoor/outdoor exposure to various extremes of climate and weather.
- Must be able to stand and walk on varying surfaces for extended periods of time.
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience :**

- 18 years of age or older.
- High school diploma or equivalent.
- Experience preferred in the construction and maintenance of roads.
- Valid North Dakota driver's license is preferred.
- Must be willing to learn construction skills on site.
- Willingness and desire to learn and accept challenging responsibilities.

❖ **Clarification Clause**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Road Department related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee "at will" under ND law and may be hired or fired at the discretion of the Road Superintendent. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.