



## Greene County Position Description



Position Title: Maintenance Crew Worker	Department: Road & Bridge
Reports to: District Supervisor, Shop Warehouse Supervisor, Traffic Control Supervisor	Grade: 9
Date Reviewed: January 2026	FLSA: Non-Exempt

### Purpose of Position

The Maintenance Crew Worker performs general duties under direct supervision related to the maintenance of County roadways, right-of-way, and facilities. This position is governed by the Greene County personnel policy manual and safety manual.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs duties in conformance to appropriate safety and security standards.

Accurately completes job sheets and work reports.

Operates a variety of hand and power tools including pick axes, shovels, concrete saws, chain saws, jack hammer, and rock drills. Operates mobile phone, radio, telephone, and cutting torch to cut or join metal parts.

Operates trucks (single or dual axles, material, dump, flat bed, and special purpose) to transport equipment, materials, or personnel as required. Operates trucks with snow removal equipment or chip box attached to clear County roads.

Obtains information for line locates and assists in performing locate tasks.

Loads and unloads truck cargo utilizing mechanical or physical means. Secures cargo before transit.

Aids and assists other workers with the installation and removal of snow plows, spreaders, tailgates, or any other devices.

Directs traffic around work sites.

Performs heavy manual tasks for extended periods of time.

Installs and repairs signs County-wide and in work zones.

Supports special County projects and programs as required.

Repairs and maintains the physical structure of County maintained roads, facilities, and bridges. Performs required labor involved in the construction and maintenance projects as part of a crew, including brush and tree removal, spraying, pavement striping, pavement cutting, ditch digging, pipe repair and laying, and backfilling.

Inspects trucks at the beginning and end of the work day for damage, operational lights and brakes, and build levels, performs other required preventive maintenance, and reports any damage or maintenance needs to Supervisor and Shop Supervisor.

Ensures the proper maintenance of equipment and tools by cleaning and checking after use. Clean lubricates shifts, bearing gears, and other parts of equipment.

Performs other responsibilities as required or assigned.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

May perform duties in the shop area or in the field as required.

May perform on-the-job training for assigned employees.

May be required to perform other duties not related to primary functions or duties during periods of emergency.

May perform roadside duties, including: mowing, spraying, planting grass seed, chipping brush, and removing debris.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent.

Road construction and maintenance experience preferred.

Knowledge of the operation and routine maintenance of all types of trucks, hazard procedures, and safety precautions involved in operating trucks.

Must possess a valid Commercial Driver's License (CDL) permit upon hire.

Must obtain and maintain throughout employment, a minimum Missouri Class B (CDL) Commercial Driver's License with air brakes within 60 days of hire.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to assemble, copy, record, and transcribe data and information following a prescribed plan. Ability to compare, count, differentiate, measure, and/or sort data and information.

Ability to explain, demonstrate, and clarify to others within well-established policies, procedures, and standards. Ability to follow specific instructions and respond to simple requests from others.

Ability to utilize a variety of descriptive data and information, such as regulations, general operating manuals, equipment maintenance records, schedules, materials tickets, and work orders.

Ability to communicate effectively with Highway Department personnel and the general public.

### **Mathematical Ability**

Ability to add, subtract, multiply, and divide. Ability to measure and compute slope and grade.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements**

Ability to lift up to 25 pounds overhead without assistance in the operation of equipment such as chain saws. Ability to lift and/or move up to 75 pounds with or without assistance in performing loading and unloading of cargo and performing other heavy manual tasks.

Ability to coordinate eyes, hands, feet, and limbs in performing highly skilled movements such as truck and equipment operations.

Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of walking; standing; sitting; climbing and balancing; stooping; kneeling; crouching; crawling; carrying; pushing; pulling; and reaching laterally, vertically, and horizontally up to 75 pounds.

Ability to recognize and identify similarities or differences between characteristics of shapes, sounds, odors, and textures associated with job-related objects, materials, and tasks.

### **Environmental Adaptability**

Ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, noise, machinery, variations, electrical currents, traffic hazards, and high and precarious places where there is a risk of injury.

### **Condition of Employment**

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

**Disclaimer**

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), 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.

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Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

\_\_\_\_\_  
Date

Last Revised: 1/16/2026

Comments/Sections Updated: Changed grade from 8 to 9