













HWY Maintenance Engineering
Operations Manager
1052
Grade S322

Bay Minette Highway
Area Supervisor
272
Grade S317

Approved 10/01/2019

Mechanic II
336
Grade 311

Asst Area Supervisor
299
Grade S313

Operations Supp. Spec. II
5222
Grade 307

Operations Supp. Spec. I
5387
Grade 305

Operator Technician IV
879
Grade 311

Operator Technician III
265
Grade 309

Operator Technician II
248
Grade 308

Operator Technician I
614
Grade 307

Operator Technician Trainee
634
Grade 304

Operator Technician IV
2047
Grade 311

Operator Technician III
266
Grade 309

Operator Technician II
252
Grade 308

Operator Technician I
5007
Grade 307

Operator Technician Trainee
5486
Grade 304

Operator Technician IV
2048
Grade 311

Operator Technician III
267
Grade 309

Operator Technician II
264
Grade 308

Operator Technician I
4046
Grade 307

Operator Technician Trainee
5487
Grade 304

Operator Technician IV
5215
Grade 311

Operator Technician III
273
Grade 309

Operator Technician II
270
Grade 308

Operator Technician I
5386
Grade 307

Operator Technician III
281
Grade 309

Operator Technician II
333
Grade 308

Operator Technician I
5561
Grade 307

Operator Technician III
876
Grade 309

Operator Technician II
340
Grade 308

Operator Technician I
5562
Grade 307

Operator Technician III
877
Grade 309

Operator Technician II
356
Grade 308

Operator Technician III
1007
Grade 309

Operator Technician II
4040
Grade 308

Operator Technician III
2046
Grade 309





POSITION DESCRIPTION

Title: Operator Technician Trainee

Department: Highway Department

Job Analysis: September 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Assistant Area Supervisor, Area Supervisor, Maintenance Engineer, County Engineer

Subordinate Staff: None

Internal Contacts: Members of work group

External Contacts: General Public

Status: Classified/Non-Exempt (304)

Job Summary

Performs routine manual labor which does not require a high degree of skill. May also drive/operate trucks, light tractors or other equipment while in a training status. In most cases, works under immediate direction of an employee of higher grade or a foreman.

Job Domains

A. Manual Labor

1. Uses chain saw to cut trees from right-of-way.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Loads and unloads trucks of soil, construction materials, and supplies.
4. Shovels asphalt, cinders, rocks, soil and other materials.
5. Installs and cleans drainpipes.
6. Patches potholes.
7. Picks up and piles brush, refuse and other materials.
8. Directs traffic at job sites.
9. Performs work around and under bridges.
10. Mows grass, prunes shrubs, rakes grass and removes trash from county property.
11. Performs related manual labor as required.
12. Installs traffic signs for public safety.

13. Required to wear uniforms as directed by County Engineer.

B. Equipment Operation and Maintenance

1. May perform maintenance operations with trucks and light tractors.
2. May drive or operate equipment or vehicles as directed by supervisor while in a training status.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisor or co-workers.
2. Skills to follow verbal instructions.
3. Basic skills in the operation, maintenance and safe use of trucks and light tractors.
4. Knowledge of traffic regulations.
5. Knowledge of safety rules, including accident causes and prevention.
6. Skills to complete routine forms and records.
7. Knowledge of County policies, procedures and rules.

Physical Characteristics

1. See well enough to operate machinery safely.
2. Hear well enough to follow directions from Supervisors.
3. Use of hands and fingers to perform manual work.
4. Physical dexterity sufficient to operate lever, gears, shovels, etc.
5. Body mobility to bend, stoop, move about and perform manual labor in an outdoor environment.
6. Ability to stand and work outdoors all day at all times of year.
7. Must be able to lift up to 50 pounds.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.

Minimum Qualifications

1. Have a valid Alabama driver's license and be insurable by the County's insurance standards. (Commercial Driver's License required for promotion.)