



POST FALLS HIGHWAY DISTRICT  
ROAD MAINTENANCE SPECIALIST

Fulltime, CDL Class A with a clean driving record. Must be a motivated team player with the ability to take direction, make sound decisions, and work well in a team setting. Required experience in dump truck, doubles, grader, snow plow, loader, back hoe. Preference to road building/maintenance experience and work on the ground. May require overtime outside of normal hours including weekends and holidays. Full job description, benefit package and application are available on the District's website at <https://www.postfallshd.com/jobs.html> and at the District's office. Send completed application and resume to Post Falls Highway District; [hr@postfallshd.com](mailto:hr@postfallshd.com); 5629 E Seltice Way; Post Falls ID 83854, Phone 208-765-3717. This position is open until filled. Starting pay up to \$33.61 DOE.

# POST FALLS HIGHWAY DISTRICT

## Job Description



Department	Road Maintenance Specialist
Location	5629 E Seltice Way, Post Falls ID
Reports to	Director, Deputy Director, Crew Foreman
Type of Position	Full time

### GENERAL DESCRIPTION

- This 40-hour per week position performs essential duties on construction and maintenance of the Highway District's roads operating heavy equipment, trucks, and performing heavy manual labor. General duties include but are not limited to snow removal and anti-icing applications, lay asphalt and chip seals, flagging, drainage, equipment and facility maintenance, striping, brush clearing, pit work, traffic signs, and other tasks as directed. No task should be considered to be too big or too small. Must be precise and detail oriented with the ability to follow directions closely, display mechanical aptitude, and the ability to operate the valves, levers, hand wheels and other controls on the machines. Availability to work long hours, after hours, weekends and holidays when necessary. A training period is exercised.

### WORK EXPERIENCE REQUIREMENTS

- Two or more years of experience in a related field.
- Valid Class A CDL including appropriate endorsements.
- Grader experience preferred.
- Pass pre-employment drug screen and criminal background check.
- Validate work status for the I-9 Immigration document.

### JOB FUNCTIONS

- Must work cooperatively and constructively with fellow employees and the public to provide public service of the highest quality.
- Provide a professional and courteous attitude to supervisors, co-workers, the general public at all times.
- Work in all types of weather, under hazardous conditions on congested roadways, obstructed roads, in and around operating equipment in a noisy environment and with hazardous chemicals and materials.
- Operates single axle and dual axle dump trucks with automatic and manual transmissions, grader, loaders, roller and compactors, tractors, sprayers, sweepers, snow plows, asphalt laydown machines, etc.
- Requires manual labor in construction and maintenance projects, performs routine maintenance and emergency repairs.
- Asphalt road maintenance including patching, seal coats, crack filling, sweeping, flushing, and grinding.
- Gravel road maintenance activities including grading, crushed rock placement, screening gravel, building approaches and driveways.
- Roadside maintenance including mowing, brush control, litter pickup, fencing, mailbox repairs, curb work, retaining walls, tree pruning, weed spraying, guard rail work, installation of delineators, signs, street lights.
- Drainage maintenance including pulling and cleaning ditches, slides, culverts, drywells, rip rap, hydro seeding.
- Winter maintenance including plowing, sanding, mag application, and truck and plow maintenance.
- Traffic control. (Certification will be provided if candidate is not already.)

### WORK ENVIRONMENT

- Winter Hours 6:00 am to 2:30 pm, Mon-Fri; Summer Hours 6:00 am to 4:30 pm., Mon-Thurs
- All weather, strenuous and physical demanding such as clearing brush, using chainsaw, lifting, and carrying heavy objects indoors and outdoors.
- Prompt arrival, 30-minute lunch.
- Frequently lifts 50-100 lbs.

### EDUCATION AND TRAINING

- Training provided by District to personnel including first aid/CPR, flagger certification, SEEP certification, and job related training to earn federal Road Scholar and Road Masters Certifications.

### PAY AND BENEFITS

- Up to \$33.61 per hour DOE. Sick leave, vacation, and paid holidays. Benefits provided by the District are medical, dental, life insurances, retirement (with required employee contribution), HRA/VEBA contribution. Certain safety clothing and equipment is provided.

### ADA REQUIREMENTS

Post Falls Highway District is Title VI and EEO compliant.



## POST FALLS HIGHWAY DISTRICT BENEFITS AT A GLANCE

### MONTHLY CONTRIBUTIONS AND DEDUCTIONS

#### Employee Benefits Provided by District:

Type		Cost	
Retirement	PERSI	11.18%	<b>Paid by District</b> <b>Employee Cost of gross</b>
		6.71%	
Life Ins	NCPERS	\$16.00	<b>100% Paid by District</b>
Medical	Regence/Blue Shield	\$815.96	<b>100% Paid by District</b>
Dental	Delta Dental	\$43.89	<b>100% Paid by District</b>
Health Reimbursement Plan	HRA/VEBA	\$500.00	<b>100% Paid by District</b>

#### Family Benefits at Employee Cost:

(50% Paid by District for Gold 1500 or Silver 3250 medical plans)

Type		Dependent(s)	Employer Cost	Employee Cost
Medical	Regence/Blue Shield – Platinum <b>\$500</b> Deductible Plan	Spouse	\$0.00	<b>\$815.96</b>
		1 or 2 children	\$0.00	<b>\$734.36</b>
		Family	\$0.00	<b>\$1,550.32</b>
Medical	Regence/Blue Shield – Gold <b>\$1,500</b> Deductible Plan	Spouse	\$249.08	<b>\$249.08</b>
		1 or 2 children	\$216.23	<b>\$216.23</b>
		Family	\$544.76	<b>\$544.76</b>
Medical	Regence/Blue Shield – Silver <b>\$3,250</b> Deductible Plan	Spouse	\$118.44	<b>\$118.44</b>
		1 or 2 children	\$92.12	<b>\$92.12</b>
		Family	\$355.33	<b>\$355.33</b>
Dental	Delta Dental	+1	\$0.00	<b>\$44.43</b>
		+2 or more	\$0.00	<b>\$88.66</b>

#### Other Available Benefits at Employee Cost:

PERSI Choice (401K Plan)	Public Employees Credit Union
Aflac	Health Club Membership (50% or monthly gym fee up to a \$20.00 max reimbursement with proof of 4 visits per month)
VSP Vision Insurance, \$14.57 (Member Only); \$23.32 (Member + One); \$23.80 (Member + Children); \$38.38 (Member + Family)	COBRA (Upon employment separation)

**Sick Leave:** 8-hours per month earned; caps at 720 hours.

**Annual leave:** Annual Leave is available to full-time and regular employees who have \*\*qualified work experience. Annual Leave accrues from the start of employment in the following manner:

Term of Continuous Employment	Accrual Rates		
	Per Pay Period (based on 24 pp/yr)	Per Year	Maximum Accrual Carried Over
0-5.999 years	3.33 hours	2 wks – 80 hrs	120 max Jan 1
6-11.999 years	5 hours	3 wks – 120 hrs	160 max Jan 1
12-19.999 years	6.67 hours	4 wks – 160 hrs	200 max Jan 1
20 + years	8.33 hours	5 wks – 200 hrs	240 max Jan 1

\*\* Qualified experience is experience with a PERSI participating employer, or as determined by the Board of Commissioners.