

4/30/93

MILLS COUNTY-SECONDARY ROADS

JOB DESCRIPTION

POSITION TITLE: Equipment Operator
(Equipment Operator II)

REPORTS TO: Maintenance Supervisor, Bridge Supervisor, County Engineer

SUPERVISES: NA

PURPOSE OF POSITION: Responsible for the operation of equipment and vehicles utilized in the maintenance and construction of secondary roads.

ESSENTIAL FUNCTIONS:

Operates construction and maintenance equipment including, but not limited to hop-tos, track excavators, motor graders, backhoe, bulldozers, end loaders, tractor mowers and single axle dump trucks.

May also be required to operate equipment assigned to a lower classification.

Loads and unloads light, medium and heavy equipment, supplies and materials from a lowboy trailer, flatbed truck or dump truck.

Installs driveway and cross roads pipes.

Hauls road construction and maintenance materials.

Assists the Foreman in a leading capacity and in training other employees in the operation of heavy equipment.

Interacts with the general public and landowners regarding various road projects.

Controls traffic in construction and maintenance zones or emergency situations.

Operates manual survey equipment to measure elevations of ditches and pipes to maintain proper drainage.

Performs snow removal operations.

Performs minor field repairs on heavy and medium equipment.

Performs routine scheduled maintenance of assigned machinery and equipment including, but not limited to changing the oil, filters and other engine fluids, greasing the vehicle, fixing tires, repairing tire chains and lights, performing battery maintenance and washing and cleaning the interior and exterior.

Completes a written record of the maintenance services performed on each piece of equipment and visually inspects the condition of equipment before and after operation to determine if repair or maintenance is needed.

Completes various written work records including, but not limited to time sheets, daily fuel logs, work orders and daily work performed.

ESSENTIAL FUNCTIONS: (continued)

Performs maintenance and housekeeping activities of county buildings and grounds when necessary.

Performs manual labor including, but not limited to changing cutting edge blades on the motor graders, installing, maintaining and removing tire chains, cutting brush, cold patching hard surface roads, setting and building concrete forms, pouring concrete, operating concrete saws and repairing and reflooring bridges.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Thorough knowledge of and ability to operate assigned equipment in a safe manner according to public traffic laws and regulations.

Good knowledge of working load limits and capacities of heavy equipment.

Good knowledge of occupational hazards and the safety precautions necessary for the proper operation and use of assigned vehicles, equipment, tools and materials.

Good knowledge of and the ability to perform routine maintenance and repairs on assigned vehicles and equipment.

Good knowledge of techniques utilized in shaping the road surfaces as well as maintaining roadside ditches.

Basic knowledge and ability to utilize supervisory skills.

Basic knowledge and ability to operate basic survey equipment.

General knowledge of construction practices utilized in the building and maintenance of roads and bridges.

Ability to establish and maintain effective working relationships with fellow employees, supervisors and the general public.

Ability to read and follow a series of oral and written instructions and maps.

Considerable experience operating heavy equipment.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Must possess a valid State of Iowa Commercial Drivers License (C.D.L.) at the time of hire.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is performed in a variety of outdoor environments and locations throughout the year. Work environment is occasionally noisy and may be hazardous, if proper safety precautions are not taken.

Must be able to lift 50 to 150 pounds to perform job duties.

Operation and maintenance of vehicles and equipment requires the incumbent be able to perform repetitive hand, wrist, shoulder and leg movements in tight and cramped spaces as well as bend, climb and crawl into, under and out of vehicles.