

8-13-13

POSITION DESCRIPTION  
Heavy Equipment Operator

Overall Functions

Operates a variety of heavy construction/grade equipment and trucks utilized in the construction, maintenance and repair of county roads and bridges. Performs additional various semi-skilled tasks in the maintenance of county roads, bridges, traffic control signs and storm drainage systems.

Nature and Scope of Job

A multi-incumbent position, reporting to the supervisor

Specific Responsibilities and Duties

1. Maintenance of Equipment
  - a. Good record-keeping skills are essential
  - b. Regularly cleans, lubricates and changes the oil on the equipment
  - c. Fills equipment with fuel as needed
  - d. Performs routine inspection and preventative maintenance on equipment
  - e. Fixes mechanical problems that may occur
  - f. Informs Superintendent of needed repairs
  
2. Equipment operator (general)
  - a. Performs all of the responsibilities or tasks assigned by the supervisor
  - b. Operates trucks of various sizes and weights in the loading, hauling and unloading of various materials, equipment and supplies
  - c. Operates small equipment and tools in daily maintenance functions
  
3. Road maintenance
  - a. Smooths gravel roads using motor grader and other maintenance equipment as needed
  - b. Gravels roads
    1. Loads, hauls and unloads gravel
    2. Uses the blade to smooth the gravel
    3. Compacts gravel
  - c. Sprays gravel roads with water to keep dust at a minimum
  - d. Patches holes in blacktop roads with cold mix or asphalt
  - e. Plows snow during the winter months
  - f. Salts and sands roads as part of winter maintenance
  - g. Mows grass along the road rights of way
  - h. Cleans cattle guards and ditches
  
4. Other
  - a. Surveys ditch lines and cuts and fills in the road where necessary
  - b. Re-aligns, builds and fills roads when necessary
  - c. Builds or installs cattle guards, culverts and bridges
  - d. Installs cattle guards and culverts
  - e. Digs post holes and puts up fences
  - f. Re-builds roads where washouts have occurred
  - g. Maintains and/or installs temporary and permanent traffic control signs
  - h. Performs various welding tasks in various positions

5. Safety
  - a. Operates all equipment in a safe and prudent manner
  - b. Maintains awareness of other vehicles, people, and other safety hazards near work sites
  - c. Controls traffic at work sites by flagging or posting signs to guide traffic through work areas in a safe manner
  - d. Follow internal and external safety operating procedures as established by the Superintendent
  - e. Reports any accidents or injuries immediately to the Superintendent
  - f. Strives to maintain an accident free work place
  
6. Public Relations
  - a. Greets the public in a friendly, helpful manner
  - b. Answers questions regarding the County Road and Bridge Department or refers questions to appropriate personnel
  - c. Maintains professionalism by exercising tact, diplomacy and good judgment when dealing with the public or other county staff
  - d. Attends public meetings
  
7. Back-up Duties
  - a. Backs up other heavy equipment operators as needed
  - b. Backs up the Foreman when necessary

#### Desired Minimum Qualifications

1. Education and experience
  - a. High school diploma or equivalent
  - b. Some experience running heavy equipment
  - c. Road construction experience
  - d. Must have a CDL
  - e. Aptitude and attitude to train for the position
  
2. Necessary knowledge, skills and abilities
  - a. Working knowledge of the methods, materials and tools used in construction
  - b. Knowledge in operation of listed tools and equipment
  - c. Working knowledge of the hazards and safety precautions common to construction operations
  - d. Ability to understand and follow written and oral instructions
  - e. Ability to communicate effectively verbally and in writing
  - f. Ability to observe and practice proper safety precautions
  - g. Ability to establish and maintain effective working relationships with other employees, other departments and the public
  - h. Ability to operate and drive a variety of equipment under varying conditions
  - i. Must be able to work well as part of a crew
  - j. Ability to "visualize" the final product

### Tools and Equipment Used

Scraper, Graders, Loaders, Belly Dump, Bull Dozer, Water Tanks, Flat Beds, Front-End Loader, End Dump, Vibratory Compactor, Oil Distributor, Backhoe, Welding Truck, Mower, Air Tools, Power tools, Hand tools, Arc Welder, Gas Welder, Hydraulic Jacks, Compressor, Water Pumps, Shovels, Ax, Snow Plow, Cutting Torch, Tractor, Vehicle, Radio, Surveying Instruments, Semi Tractor/Trailer, Winch Truck, End Dump Trucks, Spraying Equipment,

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is constantly required to hear, taste or smell, reach with hands and arms and also use hands to finger, handle or feel objects. The employee is frequently required to stand, walk, sit, talk, read and climb or balance. The employee is also frequently required to drive a vehicle. Occasionally, the employee must stoop, kneel, crouch or crawl and write. The employee may infrequently be required to climb up and/or down stairs.
2. The employee is constantly required to lift and/or move up to 25 pounds. The employee is occasionally required to lift and/or move up to 50 pounds. Infrequently, the employee is required to lift and/or move up to and more than 100 pounds (i.e. grader edges, bridge planking).
3. The employee is also required to weld and carry heavy metal pieces.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
5. Must pass all drug and alcohol testing.

### Work Environment

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee constantly works with/near moving objects and works in confined areas. The employee frequently works near fumes or airborne particles, works with/near vibrating objects, works outdoors, works in high places (up to 6 feet off the ground) and works around others. Occasionally, the employee works indoors, works alone and works with others. Infrequently, the employee works with/near toxic or caustic chemicals, works with the risk of electrical shock, works varying shifts and extended days/hours and also infrequently works in high, precarious places (over 6 feet off the ground).
2. The employee is exposed to dust and direct sunlight in the summer while operating heavy equipment and extreme cold in the winter while plowing snow in sub-zero weather.
3. The noise level in the work environment is usually loud.

### Mental/Motor Demands

The mental/motor demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

1. While performing the duties of this job, the employee constantly maintains attentiveness, duration and intensity. Co-worker support is usually available. The employee frequently works with time constraints and exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are frequently available. The employee occasionally performs routine work. The employee is frequently involved in social interactions, which frequently require oral communications and infrequently requires written communications.
2. Memory and reasoning are constantly used/required on the job. Judgment is frequently used/required on the job. Problem solving is occasionally used/required on the job. Mathematics and estimating are frequently used/required on the job.