

JOB DESCRIPTION

Date Updated 05/12/2014	Position Title Equipment Operator I	
Department Highway	Supervisor Highway Superintendent Road or Shop Foreman	EEO 6042
Regular (X) Temporary ()	Full-time (X) Part-time ()	Exempt () Non-exempt (X)
Number of hours per week 40	Work hours Flex schedule (summer four 10 hour days, winter five 8 hour days)	Shift Monday – Friday

Purpose

Under immediate supervision, learns and applies skills related to operating light motorized equipment used in road construction, maintenance and repair projects. This is an entry-level operator.

Essential Functions

1. Operates medium and light equipment including single and tandem axle dump truck, light front end loader, backhoe, broom/sweeper, light industrial tractor, and power mowing equipment in a variety of road construction, maintenance and repair projects.
 2. Operates a variety of manually operated auxiliary equipment including air hammer and tamper, in conjunction with heavier equipment on various construction and maintenance projects.
 3. Operates oil distributor, heats oil in tank, manipulates controls, and applies oil to road surface.
 4. Patches holes; removes old surface with hand tools; drives oil distributor truck and sprays oil into holes.
 5. Holds slow/stop sign and directs traffic around road maintenance/construction site.
 6. Performs a variety of maintenance work including shop clean-up, oil change, and grease job.
 7. Operates a variety of tractor-mounted and related mowing equipment in the maintenance of county road shoulders.
 8. Performs required manual labor as crew member involved in road construction, bridge repair, maintenance, and other repair projects.
 9. Operates light loader and loads truck; drives truck and hauls load including snow and gravel to predetermined site; dumps loads at site.
 10. Maintains reports on work projects including what was done and how much time.
 11. Assists in signing as needed.
 12. Performs other duties as required.
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Marginal Functions

1. Provides backup to positions as needed.
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Knowledge, Skills, and Abilities Required

1. Requires knowledge of processes, procedures or methods.
 2. Requires some specialized knowledge, skill and ability.
 3. Requires specific training or experience in duties similar in type and complexity to those performed at this level.
 4. Requires the use of common courtesy in everyday contacts with employees, clients, and the general public.
 5. Thirty to forty minute response time to assigned shop.
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Education and Experience Required

1. A high school diploma or equivalent.

2. An appropriate North Dakota Driver's License for the equipment operated.

Working Conditions and Physical Demands

The equipment operator spends the majority of work time outdoors operating vehicles and equipment and performing other physical work. The normal work schedule for this position is weekdays during daylight hours, however, special occasions or conditions may require extra hours and time worked on weekends or holidays. This position requires the employee to spend considerable working time seated in the cab of a truck or other type of equipment. On a regular basis, is required to lift, carry, push, pull, turn, stoop, kneel, crouch, reach, handle, finger, twist, grasp, throw, stand, walk, sit, speak, see, and hear. Occasionally required to climb, and crawl. Frequently required to drive/operate equipment such as dozer, trencher, boom crane, end loader, heavy truck, backhoe, snow removal equipment and ditch digging equipment. Overall, the fundamental job duties require physical exertion which is most characterized by: medium work, or exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force on a regular basis to lift, carry, push, or otherwise move objects, including the human body. When performing manual labor, the job can be rated heavy work. Exerting 50 to 100 pounds of force frequently, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force on a regular basis to move objects. The work requires considerable physical flexibility, exertion, and strength. The employee is exposed to fumes from and contact with chemicals, petroleum products, paint, hot tar, and motor exhaust as well as noise, dust, grass, pollen, and insects. The employee is required to wear protective clothing and equipment such as ear plugs, protective boots, a hard hat, and safety glasses for functions that require them.

Other Assignments

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

I have reviewed and determined that this job description accurately reflects the position.

Supervisor/Department Head

Date

Chairperson,
Board of County Commissioners

Date

Employee

Date