

POSITION: Equipment Operator 1
Roads Division
CODE: 2018
FLSA: Non-Exempt



DEPARTMENT: Public Works
GRADE: 110N
DATE: 10/2018

POSITION SUMMARY:

Position operates Class B wheeled vehicles and light construction equipment in maintaining roads, bridges, and related structures and facilities. Position reports to Supervisor (Roads Division) for direction and supervision. Work of this class involves no supervisory duties or responsibilities.

ESSENTIAL DUTIES:

1. Operates Class B wheeled vehicles, such as dump trucks and street sweepers in on- and off-road applications.
 2. Operates light construction equipment including, but not limited to, backhoes, rubber-tired loaders, skid steer loaders, tractors, wood chippers, and rollers.
 3. Performs operator-level maintenance on assigned vehicles and equipment; prepares and maintains records of vehicle and equipment condition and use.
 4. Operates wheeled vehicles and light construction equipment in performing snow removal, ice control, and emergency responses to extreme weather events and other natural and man-made disasters.
 5. Performs skilled and unskilled manual labor in the maintenance and repair of roads, bridges, and related structures and facilities; tasks include, but are not limited to, pothole patching, pavement maintenance, tree trimming and removal, roadside mowing, litter pickup, debris removal, ditch maintenance, pipe installation and repair, concrete placement and repair, flagging, and guard rail installation and repair.
 6. Performs other duties as instructed and assigned.
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KNOWLEDGE, SKILLS and ABILITIES:

1. Ability to perform operator-level maintenance on and operate Class B wheeled vehicles and light construction equipment in both on- and off-road applications.
 2. Ability to understand and follow written and verbal instructions.
 3. Ability to communicate ideas effectively, both orally and in writing; ability to prepare accurate records.
 4. Ability to establish and maintain effective working relationships with other agencies, contractors, general public and other stakeholders; ability to work as a member of a team.
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EDUCATION and EXPERIENCE:

Education: Completion of 8th grade and ability to read, write and follow instructions; high school diploma or GED preferred.

Experience: One (1) or more years' experience in road and bridge maintenance and/or repair; one (1) or more year's experience operating Class B wheeled vehicles and light construction equipment preferred; one (1) or more years' construction experience preferred.

Equivalency: Equivalent combination of technical training, education and experience may be substituted.

CERTIFICATES, LICENSES AND REGISTRATIONS:

1. Valid Class B Commercial Driver's License (CDL).
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PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

PHYSICAL and ENVIRONMENTAL CONDITIONS:

1. Work requires moderately strenuous effort, such as diggings, shoveling, and the lifting and handling of boxes, tools, test equipment or other materials; walking/climbing over rough and uneven construction sites or other terrain; sitting/standing in fixed position for extended periods of time; must be able to lift up to 100 pounds without assistance.
2. Work environment involves moderate risks with exposure to potentially dangerous conditions such as those found on construction sites and may require use of ladders or scaffolding, or when working adjacent to moving traffic.

3. Range of safety precautions, including the wearing of personal protective equipment such as hard hats, eye and/or hearing protection, fall protection, and reflective vests; may result in exposure to dirt, dust, noxious odors.
4. Requires working in extreme weather conditions, such as rain, heat, and cold. Must be willing and able to work in areas with no heat or cooling.

CONDITIONS OF EMPLOYMENT:

1. Prior to appointment, employees are subject to pre-employment Department of Transportation (DOT) medical examination and drug testing, extensive background investigation, including but not limited to reference checking, and driving history, and an evaluation of training or experience.
2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.

OTHER INFORMATION:

1. This is a full time, non-exempt position.
2. Work is normally performed Monday through Friday during normal business hours, however employee may be required to respond to emergency call-outs and/or work extended hours during inclement weather or other designated emergencies.
3. Position is benefit eligible.

The above description is not intended, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

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POSITION: Laborer
Roads Division

DEPARTMENT : Public Works

CODE : 2011

GRADE: 109N

FLSA: Non-Exempt

DATE: 8/1998; rev. 7/2019

POSITION SUMMARY:

Position provides manual work in the following areas: including maintaining, cleaning, and repairing roads, grounds keeping, operating and maintaining assigned equipment, and flagging and traffic control. Works under close supervision of Crew Leader.

ESSENTIAL DUTIES:

1. Performs maintenance and repairs at various work sites as assigned, such as county roads, bridges, etc.
2. Performs various ground care duties as assigned, including mowing, edging, weeding, etc.
3. Moves equipment to work site as directed; cleans and maintains equipment
4. Assists with digging and maintaining ditch lines
5. Clears debris from work sites as assigned, such as roadways, and bridges
6. Sets up work site safety signs and perform flagging for traffic control
7. Serves on an on-call basis for snow removal and removal of debris as necessary
8. Perform other duties as instructed and assigned.

KNOWLEDGE, SKILLS and ABILITIES:

1. Ability to follow oral and written instructions.
2. Ability to use and maintain assigned equipment, including a variety of power and non-power equipment in a safe manner.
3. Manual dexterity is essential.
4. Ability to operate various plow trucks, loaders, and other motor vehicles.
5. Ability to work in inclement weather, any shift; weekends and holidays may be required.
6. Ability to communicate effectively with others.
7. Ability to work on an on-call basis.

EDUCATION and EXPERIENCE:

Education: Completion of 8th grade and the ability to read, write and follow directions; High school diploma or GED preferred.

Experience: One (1) or more years' construction or related experience.

Equivalency: N/A

CERTIFICATES, LICENSES and REGISTRATIONS:

2. Valid Class "C" non-commercial driver's license.
 3. Commercial Driver's License (CDL) within 6 months of hire.
 4. Flagger certification within 6 months of hire.
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PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

PHYSICAL and ENVIRONMENTAL CONDITIONS:

Work requires constant physical effort, including walking extensively, working in a stooped position over a long period of time, standing for extended periods of time, and/or lifting or handling moderately heavy equipment or materials. Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, machines, and/or at road sites. Employees may be required to use protective clothing or gear such as boots or gloves; requires working in extreme weather conditions, including rain, heat, and cold.

CONDITIONS OF EMPLOYMENT:

Prior to appointment, employees are subject to pre-employment Department of Transportation (DOT) medical exam and drug testing, extensive background investigation, including but not limited to reference checking, and driving history, and an evaluation of training or experience.

OTHER INFORMATION:

4. This is a full time, non-exempt position.
5. Work is normally performed Monday through Friday during normal business hours, however may require alternate work hours. Ability to work in inclement weather, any shift; weekends and holidays may be required.
6. Position is benefit eligible.

The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
