

**PHELPS COUNTY
JOB DESCRIPTION
EQUIPMENT OPERATOR IIA**

TITLE: Equipment Operator IIA LOCATION: County Road Dept.

GENERAL STATEMENT OF DUTIES:

Operate heavy equipment necessary in grading and maintenance of roads using independent judgment and initiative, perform routine maintenance and repair on assigned vehicles and equipment, perform tasks requiring manual labor or heavy lifting.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Operate a variety of equipment such as light trucks, tractors, front-end loaders, maintainers, mowers, and chain saws.

Maintain County roads through the use and operation of heavy grading equipment, fill low spots in roads, create, or maintain windrows along roads, establish, or maintain the desired grade and depth of road surfacing material according to established policies of the Highway Department or specific instruction.

Clean, excavate, or grade ditches along roadways.

Prepare roads for resurfacing, repair, or patching, perform both rough grading and finish grading of roads, spread hot bituminous mix, or asphalt.

Assist work crews in moving dirt in and around construction and repair projects, excavate culverts to be replaced, backfill dirt around bridge approaches, box culverts, and tubes.

Back slope banks along roads according to established policies of the Highway Department.

Remove snow and open roads for vehicular travel when required.

Patrol roads in predetermined area of the County to determine what maintenance and repair work must be accomplished, determine the priority of work that must be performed using independent judgment, organize work in such a way that the highest priority tasks are performed first, report major problems to immediate supervisor.

Patrol roads in a predetermined area of the County during flood or snow emergencies or as instructed to determine hazardous or dangerous road conditions.

Respond to inquiries or complaints by citizens and motorists regarding road conditions or Highway Department projects.

Inspect vehicles, trucks, tractors and other equipment for readiness condition, proper fluid levels, proper tire pressures,

and other factors necessary for correct operation before use, report problems, or deficiencies to immediate supervisors.

Perform manual labor such as brush removal, highway patching, backfilling dirt, erecting barricades, or similar tasks.

Perform preventative maintenance on assigned equipment, assist in servicing, and repair of equipment, clean shop area, or garage area.

Maintain an organized record keeping file of equipment maintenance reports, road maintenance performed, supplies used, time and attendance reports, and any other information required by the Highway Department.

Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of operation and maintenance procedures for heavy equipment used in conjunction with work duties of this position.

Knowledge of routine vehicle and equipment maintenance procedures.

Thorough knowledge of general highway construction and repair methods.

Skill in the application of the above referenced knowledge.

Demonstrated ability to operate heavy grading equipment equivalent to a series 120 or series 140 Caterpillar motor-grader.

Demonstrated ability to operate a variety of equipment such as light trucks, tractors, motor-graders, front--end loaders, mowers, and chain saws.

Ability to perform manual labor and lift heavy objects.

Ability to recognize hazardous working conditions, ability to work effectively using prescribed safety practices.

Ability to work outside in all types of weather conditions.

Ability to understand and carry out both verbal and written instructions.

Ability to operate motor vehicles and heavy equipment in a safe manner.

Ability to work in a harmonious manner with co-workers and others.

Ability to plan and organize work, ability to keep written records.

Ability to estimate materials required for road resurfacing projects.

Ability to determine road-grading requirements from the placement of gravel stakes.

ACCEPTABLE EXPERIENCE AND TRAINING:

A twelfth grade education or experience and training, which provide the necessary knowledge, skills, and abilities, are required. A valid Nebraska driver's license is required. A valid Class A, Commercial Drivers License is required. Two years work experience operating heavy equipment or trucks is desired.

WORKING CONDITIONS:

Work is performed in both in indoor garage facility and outdoors in all types of weather conditions and temperature variations.

Worker is exposed to grease, dirt, gas fumes, and inclement weather. Normal hazards are present in working with machinery and vehicles.