

WINNEBAGO COUNTY JOB DESCRIPTION

Class Title: Maintenance & Equipment Operator
Department: Secondary Roads
Reports to: Maintenance Superintendent/ County Engineer
FLSA Status: Collective Bargaining Unit
Date: March 11, 2012

Job Summary

This position is responsible for manual labor and skilled operation of a variety of equipment such as tandem or single axle trucks, end loaders, dozers, motor-graders as necessary in the maintenance and construction activities on the secondary road system of the County.

Essential Duties and Responsibilities

- With minimum supervision installs and repairs road culverts, cleans ditches, loads trucks, place rip rap materials.
- With minimum supervision performs snow removal operations.
- Investigates, reports, and takes appropriate actions on deficient roadway issues.
- Perform routine scheduled maintenance of assigned machinery and equipment including but not limited to, changing oil, filters and other engine fluids, greasing vehicles, repairing tire chains and lights, performing battery maintenance and washing and cleaning assigned equipment.
- Completes a written record of the maintenance services performed on each piece of equipment.
- Completes various written work records including, but not limited to, time sheets, equipment service sheets and work orders.
- Performs manual labor including, but not limited to, cutting brush and trees, changing cutting edges, installing, maintaining and removing tire chains, cold patching hard surfaced roads, building and removing fences, changing and repairing flat tires, work associated with repairing drainage structures.
- Controls traffic in construction and maintenance zones or emergency situations.
- Performs maintenance and housekeeping activities when necessary and as directed.
- Attends training and other seminars as directed.
- Performs other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Completion of High School, or G.E.D. equivalent. Thorough knowledge of and the ability to operate assigned vehicles and equipment in a safe manner according to public traffic laws and regulations. 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 techniques utilized in shaping road ditches, installing drainage structures and excavation operations. General knowledge of construction practices in the building and maintaining of roads and drainage structures.

Language Skills

Ability to read, analyze, and interpret maps, maintenance manuals and similar type documents. Ability to effectively write periodic work reports, fill out time sheets, document facts. Ability to establish and maintain effective working relationships with fellow employees, supervisors and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as fill heights, lengths of pipe, and volumes of concrete. Ability to estimate mileage, distances, and locations with respect to maps and landmarks.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply safety practices and procedures to all situations.

Certificates, Licenses, Registrations

Must maintain a valid State of Iowa Commercial Drivers License (CDL). Ability to maintain drug free environment and pass pre-employment and periodic random drug screening.

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 will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, see and use hands and legs to operate hydraulic equipment and other heavy equipment, exit and enter the vehicles throughout the day and operate snow removal equipment in adverse weather situations for extended periods of time. The employee is periodically required to perform regular vehicle maintenance activities and non scheduled work requiring the ability to exert or lift 50 to 100 lbs. The employee is periodically required to use hand tools to perform maintenance activities.

The employee is periodically required to be available during adverse weather conditions and non-standard hours.

Environment

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

The work environment will fluctuate with the weather conditions throughout the year. The employee may be subjected to extreme weather conditions for short periods of time. The employee may be subjected to working in adverse weather conditions for extended periods of time. The employee may be subjected to working in road construction and maintenance activity environments with periodic high noise levels, dusty conditions, and hazardous conditions. The employee may be subjected to extended periods of working independently or with a group.

Employee

Date