

Baxter County Heavy Equipment Operator I Job Description

Exempt: No
Department: ROAD & BRIDGE
Reports To: Road Foreman or Construction Foreman
Location: Baxter County Roads & Bridges
Date Prepared: January 09, 2018
Date Revised: May 02, 2018

GENERAL DESCRIPTION OF POSITION

Responsible for the safe operation of heavy equipment, dump trucks, light equipment and moving all equipment around the county on a lowboy trailer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Must be able to operate road grader, bulldozer, track loader, backhoe, excavator, large rollers, single and double axle dump trucks, small smooth drum roller, brush chipper, water truck, forklift, tractor with pull behind sheeps foot or grid, tractor with pull behind mower, tractor with side arm mower, tractor with box blade, tractor with front loader, skidsteer, over the road tractor with drop-deck trailer, over the road tractor with drive on trailer, and other equipment as needed. Must demonstrate the ability to efficiently operate at least two types of heavy equipment.
2. Must be able to drive all heavy equipment onto and off of trailer.
3. Must be able to perform proper pre-shift inspection of equipment and report any hazards or defects to supervisor.
4. Responsible for keeping interior and exterior of equipment clean.
5. Must be able to tailgate spread rock.
6. Must be able to perform routine maintenance on equipment.
7. Must be aware of your surroundings and any hazards that are in your work area.
8. Must be able to operate a chain saw.
9. Must be able to walk on uneven surfaces, stand for long periods of time, and work in all types of weather.
10. Must be able to operate a dump truck or a 4 X 4 pickup with a snow plow at all times of day and in all types of weather.
11. Must maintain a professional attitude and appearance at all times.
12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 3 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Class A Commercial Driver's License.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS: Not indicated.

SOFTWARE SKILLS REQUIRED

Not indicated.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts; frequently exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, vibration; and occasionally exposed to work in high, precarious places. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms; frequently required to stand, walk, sit, stoop, kneel, crouch, or crawl; and occasionally required to climb or balance, talk or hear. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Interrelationships: Works with all Road & Bridge employees. Contact with the general public daily.