

**EMMET COUNTY, IOWA**  
**POSITION DESCRIPTION**

**POSITION:** Equipment Operator/Laborer

**REPORTS TO:** Maintenance Supt.

**DEPARTMENT:** Secondary Roads

**FLSA Status:** Non-exempt

**DATE:** 10/22/2008

---

**A. JOB OBJECTIVES**

1. The Equipment Operator / Laborer's primary responsibility is to work individually, or as part of a crew, to operate and use motorized equipment, vehicles and manual tools to sustain Emmet County's secondary road system.
2. The secondary responsibility is to perform other assigned tasks associated with various duties of the Secondary Roads Department.
3. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.
4. Work tasks of the Secondary Road Department are typically accomplished by work crews comprised of different employees whose assignments vary daily based on the time and season of the year, and on the tasks which demand action. Employees with the same job description may perform entirely different duties on the same day. Periods of time spent working on given tasks or percentages of time spent working within a given job area are difficult to anticipate due to the dictates of secondary roads work, weather and absences of other employees on leave.
5. The statements in this position description are intended to describe the general nature or level of work performed by employees assigned to this position description. Position descriptions in no way state or imply that it includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
6. Marginal functions of the position that are incidental to the performance of fundamental job duties have been excluded from the job description.
7. Emmet County reserves the right to change or reassign job duties, or combine positions at any time.
8. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
9. Applicant will be subject to post-offer, pre-employment physical and drug testing, plus periodic, random drug testing while employed, consistent with federal regulations..

**B. JOB LOCATION and WORK ENVIRONMENT**

1. The work area is typically anywhere within Emmet County, IA, with infrequent trips to more distant locations in the region for the purpose of equipment or parts procurement, for example.
2. The position is based out of one of six shops or garages and is subject to change. An employee may be assigned to one location, or may be assigned to separate locations seasonally (i.e., winter and non-winter).
3. Work is typically outdoors, and can be located on uneven terrain that requires strenuous labor in all types of weather and traffic conditions. Work requires ability to safely work outside in extreme temperatures and weather conditions at various times

of the year around moving parts, vehicular traffic, and construction equipment. Unfriendly environments may include noise, dust, pollen, fumes, ice and snow.

**C. WORK SCHEDULE**

1. Work schedules are subject to change. During summer months (approximately Memorial Day to Labor Day), a four-day, ten-hour per day workweek is possible. During the remainder of the year, a five-day, eight-hour per day workweek is possible. Snow conditions and emergency situations may dictate work on weekends or during different times. Overtime work may be required.
2. The employee must be ready to work at scheduled times and at work locations as required by the Emmet County Board of Supervisors Policy Regarding Residency and Availability of Secondary Road Department Employees, and as required by the County Engineer and the Secondary Roads Department.

**D. ESSENTIAL JOB FUNCTIONS**

The employee must be able to assess potentially unsafe working situations and to follow safe working procedures, as well as to ensure that maintenance emergencies are handled quickly but safely. Employee operates vehicles and all equipment safely, and maintains an awareness of traffic and workers at the work site.

1. Operates equipment including, but not limited to, end loaders, backhoes, dump trucks with sanders, skippers and pups, motor graders, roadside mowers, oil distributors, and chain saws. Practices safe excavation procedures.
  - Operates motor grader to maintain the road surface at grade specifications.
  - Operates motor grader with snow wing and V-plow for removal of snow from roadways.
  - Mounts blade(s), snow removal or other apparatus on motor graders, trucks or other equipment.
  - Operates heavy tandem truck to spread materials, plow snow, etc., or equipment such as backhoe, wheeled loader, dozer, or scraper to place culverts, install and repair tiles, re-grade and repair damaged roads, and build and shape driveways.
  - Operates tractor mower and mows grass on road shoulder and rights-of-way.
  - Performs routine mechanical servicing tasks such as change and repair tires; change oil, lubricants and grease; and replace lights and fuses. Maintains inventory of all necessary parts, supplies, fuel, oil, etc., for equipment used.
  - Assists with major mechanical tasks such as removal and overhaul of engine, transmission, clutch, brakes, etc.
  - Operates other motorized equipment and power hand tools to control erosion, prepare and seed rights-of-way, cut brush, trim trees, remove road kill and debris, repair and clean bridges, prepare and paint bridges and equipment, repair guardrails, dig post holes, and install signs.
  - Places and secures tools, culverts, plank and other equipment and materials in proper storage areas. Cleans and services equipment, tools and materials before storage, and properly maintains them for emergency use.
2. Performs required manual labor tasks on roads, bridges, tiles, culverts and other construction and maintenance projects either individually or as a member of a crew.
  - Performs manual tasks that include but are not limited to work involving the following: excavating and backfilling tile or culvert trenches; loading and unloading materials and supplies; digging post holes; installing signs; erecting and removing barricades; patching pavements; and painting or repairing barricades.
  - Performs routine manual labor tasks, as required, such as use of shovels, rakes, picks, mallets, post-hole digger, axes, lopping shears, chain saws, hand

- saws, etc. to cut brush, to control erosion, and to check and clean culverts, tile lines, etc.
  - Maintains buildings and grounds for use, including janitorial clean-up, maintenance and repairs.
  - Performs as a flagger for traffic control.
3. Communicates effectively, both verbally and in written form.
    - Communicates road problems, safety concerns, ideas, concepts and other appropriate information with Engineering Staff, Maintenance Superintendent, Field Foreman, work crews, and the public.
    - Within area of responsibility, occasionally coaches or guides less experienced employees or operators in proper procedures and techniques.
    - Provides for a safe work environment individually and for crewmembers.
    - Coordinates personnel and equipment assignments at the direction of the Maintenance Superintendent and Field Foreman.
    - Maintains equipment and performs minor service to maintain vehicles.
    - Maintains equipment records. Assures that routine maintenance and repair schedules of assigned equipment are met. Refers major equipment problems to Mechanic or Maintenance Superintendent.
    - Serves as contact person for Secondary Road Department in assigned operating area. Develops and promotes good working relationships with county residents.
  4. Assists the Maintenance Superintendent with compliance and fulfillment of MSHA, OSHA and EPA standards as they apply to the work environment.
  5. Attends schools of instruction and meetings as directed, and operates unfamiliar equipment during training.
  6. Performs other work as required, and other duties as assigned.

**E. ESSENTIAL JOB STANDARDS / QUALIFICATIONS / EXPERIENCE**

- High school diploma or G.E.D. and preferably one (1) year of experience in construction, road maintenance and/or heavy industrial or farm equipment operation/repair functions.
- Iowa Commercial Driver's License (CDL) Type "A" with tanker and air brake endorsements. Ability to drive and operate medium to heavy equipment extensively. One to three years of experience with the operational use of equipment (see D1 above). Must be insurable.
- Ability to use basic mathematics in solving problems encountered in work, recordkeeping, schedules and reports. Ability to learn and use basic computer skills.
- Ability to exchange information and ideas, both orally and written, using the English language to fill out time sheets and participate in county safety training testing programs. Ability to read and interpret maps, work orders, material safety data sheets, written directions, and equipment operation manuals.
- Ability to accomplish assignments in a timely, efficient manner, following established practices and supervisory direction.
- Ability to drive, or stand and work on feet for extended periods of time without a break. Ability to crouch, crawl, stoop, bend and kneel. Ability to climb stairs, ladders, scaffolding, equipment access ladders, ditches and steep banks. Ability to work in excavations and ditches, as well as to repair signs that will require the ability to climb steep slopes and/or ladders. Ability to enter and exit vehicles and equipment unassisted either with or without reasonable accommodation.
- Ability to extensively use legs, arms, hands and fingers in grasping, driving and using hand and power tools. Properly lifts, carries, pushes and pulls up to 100 pounds unassisted. Possesses good balance and eye-hand-foot coordination. Possesses good hearing and vision, including close and distant vision, color vision, peripheral vision, depth perception, and the ability to focus.

- Ability to install tire chains on occasion and unassisted, if road conditions warrant.
  - Possesses basic carpentry skills and ability to use painting equipment.
  - Accepts responsibility for own work.
  - Guides and leads others on tasks as assigned by Maintenance Superintendent or Field Foreman.
- 

Emmet County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.