

DODGE COUNTY
TITLE: EQUIPMENT OPERATOR

BAND B	GRADE 2	SUBGRADE 3
DIVISION: Highway	ACCOUNTABLE TO: Maintenance Superintendent	CLASS CODE: Non-Exempt
PRIMARY LOCATION: Dodge Center	NORMAL HOURS: 7:00 a.m. - 3:30 p.m.	DATE OF LAST REVISION: 8/1/2022

JOB PURPOSE:
Under the general supervision of the Maintenance Superintendent, responsible for the safe and efficient operation of varied heavy highway maintenance equipment and manual labor duties as required to accomplish departmental objectives and tasks. Work of this class is distinguished not only by the nature of equipment operated but also by the variety of equipment used, the nature of special assignments undertaken, initiative required, and the safety precautions and hazards involved.

Duty No.	Essential Duties	Frequency	B/G
1.	Safely operates a variety of heavy equipment engaged in highway maintenance, repair and construction activities such as grader, backhoes, tandem axle dump truck, oversize semi, heavy loaders (over 75 hp), tractor mounted mowers, hot asphalt distributors and pavers, or similar equipment. Blades, grades shapes, patches and shoulders roads, plows snow, salt/sand roads, loads gravel, sand, and other materials; lays out blacktop with blade or paver, ditching and building driveways with dozer and skid loader, and general construction activities. Wood and concrete culvert construction and general repair. Operators in the outer shops must also plan their own work schedules; analyze road maintenance needs, under the supervision of the Maintenance Superintendent.	56%	
2.	Performs daily maintenance checks on assigned equipment. Maintains equipment by changing oil, lubricating, replacing brakes, changing tires, changing/sharpening mower blades, wiring, replacing hydraulic components, etc... to keep equipment in good working conditions. Performs field maintenance or repairs and some welding.	12%	
3.	Performs a variety of manual tasks related to road maintenance such as crack filling, hot and cold asphalt patching, cutting brush with chainsaws, mastic, and cleaning and thawing culverts. Shoveling, cutting steel	15%	

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	culverts, drilling concrete culverts, seeding grass, and spraying weeds.		
4.	Performs lead work or crew leader duties including project management, estimating materials requirements, equipment needs, and overseeing the safety of employees and public.	7%	
5.	Read construction plans and blue prints, calculate grade, figure proper direction and amount of slope and fall.	2%	
6.	Install road construction signage and safely perform traffic control (flagging) on public roadways.	2%	
7.	Fabricating and repairing equipment with welders, oxyacetylene torch, drill press, and other metal working tools.	2%	
8.	Performs minor building maintenance and carpentry with powers saws, drills, hammers, painting, etc...	4%	
9.	Performs other work as required.	As Needed	

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Three years experience operating equipment with one year experience operating heavy equipment.
- Must have a valid (Class A) Minnesota driver's license and be free of any major violations for last three years.
- Will be required to obtain and hold all necessary license and endorsements needed to operate assigned equipment. These may include, but are not limited to, HazMat, Tanker, and Chemical Application.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Considerable knowledge in regards to operating and servicing of assigned equipment including adaptations and specialized uses to which equipment can safely be used in meeting emergency or unusual conditions.
- Traffic laws, ordinances, and regulations involved in equipment operation.
- Considerable knowledge of occupational hazards involved and the safety precautions necessary in equipment operation.
- Skills in operating and servicing a variety of medium and heavy road equipment.
- The ability to competently operate heavy road maintenance equipment by utilizing complex skills and abilities acquired from experience or training.
- Answer to 24 hour on-call demand, and perform strenuous work under extreme and varying conditions.

- Ability to follow oral and written instruction.
- Ability to locate and safely dig and work around underground gas, power, communications and other utilities with heavy equipment.
- Ability to recognize operational deficiencies in assigned equipment.

CORE COMPETENCIES OF POSITION:

- Knowledge of Work Rules. Develops and maintains a thorough working knowledge of all department and applicable jurisdictional policies and procedures in order to help facilitate compliance with such policies and procedures by all staff members.
- Commitment to the Work Group. Develops respectful, cooperative and productive work relationships with co-workers, including the demonstrated willingness to help newer staff so their respective job responsibilities can be performed with confidence as quickly as possible.
- Commitment to Customer Service. Demonstrates by personal example the service quality and integrity expected from all staff members. Represent Dodge County in a professional manner to the general public, employees and other outside contact/constituencies in a manner that helps maintain and enhance Dodge County's reputation as well managed and citizen oriented.
- Communication. Confer regularly with and keep one's immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which they are accountable.
- Productivity and Work Organization. Demonstrates ability to plan, organize and accomplish work in a timely and effective manner. Report to work location on time and on a regular basis.
- Problem Solving and Decision Making. Exercise good judgment in problem solving, analytical thinking, and independent thinking as it relates to departmental and County procedures, problems, and policy interpretations.
- Safety Rules and Procedures. Know and observe the safety policies and procedures of the County. Perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.
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ACCESS TO NOT PUBLIC DATA:

The employee in this position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13.

PHYSICAL ACTIVITIES/REQUIREMENTS:

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Work is medium to heavy, involving lifting and carrying objects weighing over fifty (50) pounds. Working on rough and uneven terrain, standing and walking for extended periods and distance. Finger and manual dexterity and motor coordination are required for the variety of jobs performed. Work will be dirty and hazardous at times; subject to traffic, extreme heat and cold, slippery walking and driving surfaces, cuts, shock hazard, steam burns, possible injury by power tools and machinery, hazardous materials and subject to noise and vibrations from machinery. Working indoors and outdoors in darkness, sun, rain and snow at various temperatures and weather extremes.

SAFETY POLICY:

It is the responsibility of every employee of Dodge County to know and observe the safety policies and procedures of the County. Each employee is expected to perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

MISCELLANEOUS INFORMATION:

At higher level, work focuses on the operations of variety of heavy and specialized equipment.

“In the highway department with minimum staff each employee is responsible to be knowledgeable to do various tasks”.

As a blade operator in an outer shop, you have to plan your own work schedule. Such as what road to do first and what needs extra attention.

Also, you need to know what roads need more material and how to best use the material you have available. You will also have to direct truck drivers as to where to place materials.

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Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

1.5	hours a day sitting
5	hours a day standing
.5	hours a day walking
.5	hours a day kneeling
.5	hours a day stooping
.5	miles a day walked
4	feet climbed using a ladder
5	feet climbed on an incline
20	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
60	pounds lifted waist high
30	pounds lifted shoulder high
20	pounds lifted above the head
60	pounds are carried alone
100	pounds are carried with someone else
20	distance weight must be carried (feet)
100	pounds are pushed
100	pounds are pulled
60	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
X	hand tools
X	Electric tools
X	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
		taste
X		smell
X		touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading		Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic		Creating methodologies
	mathematics		Conducting research
	weighing and/or measuring		Managing resources
X	visualizing conclusions		Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

1	hours a day spent working under time pressure
4	hours a day spent working rapidly
5	% of time spent indoors
90	% of time spent outdoors
4	% of time spent in an automotive vehicle
1	% of time spent at a desk, bench or window
	% of time spent in an office or control room

	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
X	The condition of the air is dusty/dirty
X	The condition of the air is wet/humid
X	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
X	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
X	The surface of the working environment is sloping
X	The surface of the working environment is uneven
X	The surface of the working environment is slippery

Part V: Additional Comments: