

EMMONS COUNTY JOB DESCRIPTION

Equipment Operator

JOB SUMMARY: Under general supervision of the County Road Superintendent, is responsible for performing general labor type duties, hand and power tool operation, equipment and truck operation to perform required road maintenance and various road and bridge projects.

RESPONSIBILITIES:

- Responsible for operating power tools, trucks, motor graders, front-end loaders, bulldozers and other heavy equipment in a safe manner.
- Responsible for preventive maintenance and upkeep of equipment.

ESSENTIAL JOB DUTIES:

- Perform roadway maintenance duties, including minor structure and culvert replacement, gravel road maintenance, snow removal, gravel hauling, mowing and other duties as required by the Road Superintendent.
- Assist with all county road projects and assorted duties as needed. Will require the operation of county equipment.
- Perform related work as required including routine repair and maintenance of vehicles, equipment, buildings and grounds as required.
- Generate detailed daily time cards, material and work reports.
- Perform other duties as required.

ACCOUNTABILITIES:

- Observe established safety practices and procedures when working with tools and equipment.
- Ensure equipment is in good operating condition by making adjustments and performing routine maintenance as operating results and conditions require.
- Create a positive and productive work atmosphere by communicating and maintaining a professional manner with supervisor, employees and the general public.
- Prepare daily work reports and record equipment maintenance activities.
- Required to work after hours, weekends and holidays during road and weather emergencies.

JOB QUALIFICATIONS, EXPERIENCE AND EDUCATION:

- Must be a high school graduate or GED certified, 18 years of age or above.
- Must possess and retain a Class A CDL as issued by the Drivers License Division of the State of North Dakota, with no serious driving convictions.

WORKING CONDITIONS/PHYSICAL AND MENTAL DEMANDS:

- Physical environment consists of indoor/outdoor exposure to various extremes of climate and weather.

- Will include physical motions of sitting, standing, walking, bending, pushing, pulling, crouching, twisting, grasping, climbing, lifting and carrying heavy items and other physical motions.
- Occasionally required to work early shifts, respond to call back or emergency procedures at all hours of the day, including holidays and weekends.
- Employees in this position are subject to random alcohol and controlled substance testing in accordance with the federal mandated Omnibus Transportation Employee Testing Act of 1991.

STARTING SALARY: \$13.00 - \$22.42

BENEFITS:

Health Insurance – Family Policy is paid by the County.

Retirement – 15.26% of gross pay is contributed by the County that is disbursed to the ND PERS State Pension Plan.

Life Insurance Policy – County pays for \$7,000.00 coverage.

Annual Leave Accrual:

- 0-1 years of service – 5 working days
- 2-6 years of service – 10 working days
- 7-15 years of service – 15 working days
- 16-20 years of service – 20 working days
- 21 plus years of service – 25 working days

Sick Leave – one day per month

Holidays as set by County Policy

CLARIFICATION CLAUSE:

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining equipment operator related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

Employee Signature

Date