

EMMONS COUNTY JOB DESCRIPTION

Equipment Operator

JOB SUMMARY: Under general supervision of the County Road Superintendent, this position 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.

ESSENTIAL JOB DUTIES 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.
- 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 timecards, material, and work reports.
- Perform other duties as assigned.

ACCOUNTABILITIES:

- Observe established safety practices and procedures when working with tools and equipment.
- Ensure equipment is in good operating condition by adjusting 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. Scheduled hours may vary depending on seasonal workload.

JOB QUALIFICATIONS, EXPERIENCE AND EDUCATION:

- Must be a high school graduate or GED certified, 18 years of age or above.
- A Class A CDL as issued by the Drivers License Division of the State of North Dakota is preferred. No serious driving convictions.
- Applicant will be subject to post offer driver's license and criminal background checks and drug screening.

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.
- This position is considered non-exempt from the FLSA and as such qualifies for overtime compensation for any hours worked over forty hours per week.

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 principal 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