

CLAY COUNTY JOB DESCRIPTION

Position Title: Operator I **FLSA:** NE
Department: Highway **Level:** 14
Reports To: Operator III
Date: April 2014

General Purpose

The **Operator I** works directly for the Operator III. The primary purpose of this position is to perform professional level tasks in the construction and maintenance of county roadways. The Operator II will operate light equipment, trucks and other vehicles and equipment and may on occasion operate heavy equipment to accomplish assigned tasks. Operator I may lead a work crew in the absence of an Operator and will assist in on-the-job training of other employees. Operator II will be on-call for after-hours emergencies.

Primary Responsibilities

- This is a responsible position that works with general oversight and direction from the Operator III and may on occasion work independently.
- The Operator I will operate all types of equipment and tools needed to repair or maintain roads, bridges, culverts, ditches and right of ways
- On occasion will lead crew in assigned tasks
- On-call for after-hours emergencies or public safety incidents such as snow removal, road obstruction removal and major storm clean up

Essential Duties

The following is a nonexclusive listing of essential job duties:

- Safe, efficient and proficient operation of all types of maintenance and construction equipment and tools used by the department; highly proficient in operating at least three types of highway equipment including equipment with standard and automatic transmissions
- Repairs and maintains roads, ditches, culverts, bridges and right of ways as assigned, including but not limited to cutting brush, hand patching, hauling rock and picking up trash dumped in right of ways
- Responsible for traffic control when assigned
- Operates hand tools and chain saws competently and safely
- On occasion provides leadership for crew assigned to specific task
- Performs daily routine inspection, routine cleaning and preventive maintenance on equipment; assists mechanic as needed when equipment is out of service
- Loads, secures and unloads materials such as rock, salt, sand and brush safely and efficiently
- Loads, secures and unloads various types of equipment safely and proficiently; installs and removes sanders and snow plows safely and proficiently
- Assists in on-the-job training of other employees

- Follows county and departmental safety rules, regulations and practices through daily inspection of assigned equipment and on-site working conditions
- On-call for after-hours emergencies or public safety incidents such as snow removal, road obstruction removal or major storm clean up
- Performs other related duties as assigned and reasonably qualified to perform

Knowledge, Skills and Abilities

This position requires the following knowledge, skills and abilities.

- Thorough knowledge of construction, maintenance and repair of roads, bridges, culverts, right of ways and other infrastructure
- Knowledge of the maintenance of heavy equipment, light equipment, trucks, and other equipment and tools used by the department
- Highly skilled in the operation equipment and tools used by the department
- Skilled in effectively communicating with all levels of staff
- Ability to independently and safely carry out assigned tasks, duties and responsibilities
- Ability to lead, direct and instruct other employees if needed
- Ability to plan and organize assigned work
- Ability to accurately complete work reports and other forms

Education and Experience

- Must have a high school diploma or equivalent
- Experience and thorough working knowledge of heavy and light equipment, trucks and other vehicles
- Experience with manual labor
- Familiarity with county roads and bridges is desired

Licenses, Certificates and Other Requirements

- This position requires a valid Missouri Class A CDL driver's license with ability to obtain Hazmat and Tanker endorsements within six months of hire
- Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity and recency. Prior to appointment candidates will be subject to a background investigation.

Minimum ADA/Physical Requirements

This position requires the following minimum ADA and/or physical requirements:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone, by two-way radio and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to distinguish colors, to comprehend written work instructions, to review, and to evaluate a variety of written/typed documents and text materials.
- Sufficient personal mobility, flexibility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform job functions; to sit and operate equipment for an extended period of time; to perform strenuous tasks requiring muscle strength and coordination; to maintain body balance while ascending or descending ladders or open stairs; to maintain body equilibrium while bending at the waist or at the

knees; frequently required to stand or sit for an extended period of time without a significant rest period

- Sufficient personal mobility, flexibility and physical reflexes, with or without reasonable accommodation, which permits the employee to work outdoors in conditions of extreme heat or cold with frequent exposure to wind, dust, allergens, rain, snow, insects, snakes and poison ivy; able to walk and stand on uneven ground to perform work
- Able to lift, push, pull and carry up to 50 pounds
- Must be legally licensed with a Class A CDL and insured with the ability to drive and operate equipment under normal and emergency response situations

Work Environment

- Work is performed outside around heavy construction equipment, in varying types of terrain, near excavations or construction sites, exposed to insects, snakes, poison ivy, and inclement weather.
- Some work is performed in a shop setting. The noise level in the work environment is typically moderate; at times the noise level may be loud, with frequent interruptions and multiple demands.
- In times of emergency and/or public safety incidents, may be exposed for prolonged periods of time to outdoor weather conditions that may vary from extreme heat to extreme cold; may be exposed to debris, fumes, odors, airborne particles and dust; may be exposed to the possibility of bodily injury; may be exposed to toxic or caustic chemicals and other hazardous conditions.

Required Travel

- The employee will be required to travel throughout the County; may be required to travel within and out of state.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Clay County maintains its rights as an “at will” employer and nothing in this job description restricts its ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County’s current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

This is not an all-inclusive list; other duties, qualifications, knowledge, and skills may be required.

Approved By:

County Administrator

Date

Assistant County Administrator – Operations

Date

Assistant County Administrator – Finance & Administrative Services

Date