

## CLAY COUNTY JOB DESCRIPTION

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**Position Title:** Operator **FLSA:** NE  
**Department:** Highway **Level:** 14  
**Reports To:** Operator III  
**Date:** September 2003

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### **General Purpose**

The **Operator** works directly for the Operator III. Entry level operator position. Performs various types of manual labor and operates equipment in Highway Department. The Operator may be assigned to work with heavy equipment and other types of equipment to perform various functions as necessary. Responds to after hour emergencies and essential tasks as needed.

### **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 may be assigned to work with a variety of equipment and tools to repair or maintain roads, bridges, culverts, ditches and right of ways
- 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 maintenance and construction equipment and tools as it relates to maintaining the integrity of the County's infrastructure systems. Reports equipment problems minimizing equipment downtime.
- 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
- Fabrication and installation of street and information signs.
- Installation of less complex light systems.
- General preventive maintenance (oil, grease, tires, belts, hoses and tune-up services).
- Performs a variety of maintenance and repair services on County traffic signals, street signs and street lighting.
- 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.

- 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
- 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 accurately complete work reports and other forms

### **Education and Experience**

- Must have a high school diploma or equivalent
- Experience with and 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**

- Valid Class B Commercial Driver's license with tanker and air brake endorsements or ability to obtain within 90 days.
- 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

### **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:**

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**Assistant County Administrator – Operations**

**Date**

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**Assistant County Administrator – Finance & Administrative Services**

**Date**