

JOB TITLE: EQUIPMENT OPERATOR I
REPORTS TO: JOB SUPERVISOR
DEPARTMENT: ROAD & BRIDGE
DIVISION: HIGHWAY DIVISION

ORIGIN DATE: MAY 1994
REVISION DATE: FEB 2018
DEPARTMENT NO: 11-00
JOB NO: 00-0039

I. JOB SUMMARY:

This is a non-exempt job involving operation of medium and heavy maintenance and construction equipment. It also involves performance of semi-skilled manual tasks.

II. ESSENTIAL JOB FUNCTIONS:

- Must maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, citizens, coworkers and management. Being pleasant with others on the job and displaying a good-natured, cooperative attitude. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Must be reliable, responsible, dependable, and fulfill obligations.
- Knowledge and acceptance of county procedures as set forth by policies and supervisors.
- Must show up for work on a regular and predictable basis as scheduled.
- Learn and follow safety regulations and maintain a safe and clean environment.
- Adhere to proper operating methods and monitor operations to ensure that health and safety standards are met.
- Perform job in a safe manner with full consideration given to personal safety of yourself, fellow crew members and the public.
- Perform inspection and preventative maintenance on assigned equipment and assist in the servicing and repair of the same.
- Observe roads, bridges, culverts, ditches and road signs for maintenance needs and report problems to their supervisor.
- Control traffic passing near, in, or around work zones.

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- Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- Turn in daily time sheets and mileage logs as required.
- Locate underground services, such as pipes or wires, prior to beginning work.
- Operate machinery in a manner that does not cause undue wear and tear to machinery or property.
- Operate motor graders, dozers, scrapers, cranes, snow plows, backhoes, loaders and other equipment for all phases of construction and maintenance projects.
- The ability to operate in a constant state of alertness, and safe manner.
- Load and unload materials, machinery, and supplies.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Maintain and keep machinery in good repair. Lubricate, clean, maintain or repair machinery, equipment, or tools.
- Operate machines to spread, smooth, level, of stone, concrete, or asphalt on road beds.
- Observe distribution of paving material to adjust machine settings or material flow, and indicate low spots for workers to add material.
- Light burners or start heating units of machines, and regulate screed temperatures and asphalt flow rates.
- Inspect, clean, maintain, and repair equipment, or report malfunctions to supervisors.
- Running, maneuvering, navigating, or driving vehicles or mechanized equipment.
- Inspect equipment to identify the cause of errors or other problems or defects.
- Inspect equipment or tools to be used in construction, maintenance or excavation.
- Install equipment attachments or components.

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- Adjust handwheels and depress pedals to control attachments, such as blades, buckets, scrapers, or swing booms.
- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Look, listen, feel, and smell to detect any problems with the equipment you are operating.

III. INTERMITTENT DUTIES:

- Perform related duties as assigned.
- May be required to attend seminars or training sessions.

IV. QUALIFICATIONS:

Must possess appropriate Kansas Commercial Driver's License. Hazardous Materials Awareness Level Certificate preferred.

EXPERIENCE: One year of satisfactory operation of road and construction equipment desired.

EDUCATION: High school diploma, G.E.D. or equivalent required. Additional equipment operation training desired.

KNOWLEDGE:

- Must be able to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently, with the ability to speak a foreign language helpful.
- Knowledge of relevant equipment, machines and tools, including their uses, repair and maintenance is desired.
- Knowledge of materials, methods, and the tools involved in the construction, maintenance and repair of highways, roads, or bridges.

SKILLS:

- Operate two-way radio, motor vehicle and equipment.

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- Problem Solving: Moderate.
- Decision Making: Moderate.
- Supervisory: None.
- Financial/Budgetary: None.
- Interpersonal: Frequent contact with department personnel. Infrequent with the public.
- Working Conditions: No adverse conditions in the office. Subject to working outside in all kinds of weather conditions. Required to respond to emergency situations. Subject to work voluntary overtime.
- Physical Requirements: Lift up to 90 pounds to a height of 48 inches and brief periods of intense physical effort. Requires sufficient visual acuity to read and write and operate equipment. Requires sufficient hearing level to be able to deal with people and communicate with others directly or by telephone.
- Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.
- Deductive Reasoning: The ability to apply general rules to specific problems to produce answers that make sense.
- Selective Attention: The ability to concentrate on a task over a period of time without being distracted.
- Operation Monitoring: Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences.

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- Oral Expression: The ability to communicate information and ideas in speaking so others will understand.
- Requires sufficient hearing level to be able to deal with people and communicate with others directly or by telephone.
- Requires sufficient visual acuity to read and write and operate equipment.
- Coordination: Adjusting actions in relation to others' actions.
- Control Precision: The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Multilimb Coordination: The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Equipment Maintenance: Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Depth Perception: The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- Near Vision: The ability to see details at close range (within a few feet of the observer).
- Far Vision: The ability to see details at a distance.

This job description has been examined for compliance with the Americans With Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).