



# Equipment Operator

Toole County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are*

*routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Job Title:** Equipment Operator

**FLSA Status:**  Non-Exempt

Exempt

**Department:** Road Department

**Reports to:** Road Department Supervisor

**Work Unit Overview:** The County Road Department manages and preserves the County road infrastructure, and provides a safe and efficient transportation system that supports economic and community vitality.

**Job Summary:** Maintains, repairs, and constructs County roads and roadside features using a variety of specialized heavy equipment, tools, and manual labor; monitors the safety of project sites and work activities; inspects and maintains/repairs roads within a designated area; and provides routine and emergency winter maintenance services.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Receive and review work assignments and coordinate with other equipment operators and the supervisor to determine the time, equipment, and personnel necessary to complete road maintenance, repair, and construction projects.
- Maintain, repair, and construct roads according to project specifications, engineering standards, and County requirements. Exam road surfaces, sub-grade, drainage, right-of-way, and other components; and determine appropriate methods, tools, and equipment to complete projects.
- Operate specialized heavy equipment including graders, backhoes, loaders, dump trucks, and/or others. Calibrates, operates, and monitors the use of heavy equipment and tools to ensure safety and effectiveness.
- Provide manual labor support in transporting equipment and materials; clearing roadsides and drainage features; preparing, applying, and finishing asphalt surfaces; digging holes and ditches; trimming and cutting trees and shrubs; traffic control; and related activities.

- Monitor project sites and work activities to ensure compliance with safety protocols related to the public, project crews, heavy equipment and tools, traffic control, materials, and other considerations. Resolve minor safety issues or deficiencies and refer major problems to supervisor.
- Conduct road inspections within a designated area/route to identify ongoing maintenance needs, perform minor repairs, clear debris or obstructions, install/modify signs or markers, etc.
- Provide routine and emergency winter maintenance services to remove snow, ice, and debris from roadways. Ensures safe and effective use of plows, chemical de-icer, grit material, and power tools during maintenance activities. The job is required to be on-call during storm cycles.
- Inspect tools and equipment to ensure the safe and effective operation of mechanical and electronic components. Check fluids, lights, tires, and other parts/materials; complete routine maintenance and repairs; and refer major problems to mechanics.

**Non-Essential Functions:**

- Compile and submit activity reports, equipment logs, inspection reports, and other records to provide accurate, complete, and timely information.
- Perform other duties as assigned including managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- *Physical Demands:* Essential functions involve significant physical demands related to repeated lifting of up to 50 pounds; carrying tools, materials, and equipment over rough terrain; climbing, reaching and bending; and operating gas, diesel, and electrically powered equipment.
- *Working Conditions:* Work is on active construction sites involving pervasive hazards associated with heavy equipment and tool operations; speeding traffic; loud and constant noise; and regular exposure to chemicals, dust, fumes, and combustible materials. The job is required to work outdoors on varied and often unstable terrain in all weather conditions. Predominant working conditions require special precautions and the use of protective gear (e.g., hard hats, respirator masks, gloves, etc.).

**Supervision Exercised:** *This is a non-supervisory job.*

**Knowledge, Skills, and Abilities:**

This job requires knowledge and skills in specialized heavy equipment and tool operations, road/bridge maintenance and construction standards and procedures, material specifications, and basic mechanical diagnosis and repair. The job also requires the ability to monitor and maintain safety protocols, work effectively under adverse site conditions, and coordinate tasks and procedures with others.

**Education and Experience:**

Education and experience equivalent to three (3) years' experience in heavy equipment operations, road/bridge construction, or a related trade/technical field. Equivalencies include completion of a heavy equipment operator certification or apprenticeship, and two (2) years road/bridge construction experience.

Requires a Class A CDL, Type 1 driver's license with air brake endorsement (or the ability to attain one within 180 days of hire). Requires completion of the following training or accreditations:

- First Aid/CPR
- Ongoing in house training
- MSHA – Mining Safety and Health Administration Training