

## HARLAN COUNTY JOB DESCRIPTION

**POSITION TITLE:** Equipment Operator  
**DEPARTMENT:** Road  
**REPORTS TO:** Under the general supervision of the Highway Superintendent and under the direct supervision of the Road Foreman/Safety Manager.

**PURPOSE OF POSITION:** Maintain the County roads for safe travel by the public. Perform manual labor and operate heavy equipment in performing a variety of skilled and unskilled tasks necessary in transporting or hauling equipment, supplies or construction and repair materials according to a predetermined schedule or as instructed, perform routine maintenance and repair on assigned vehicles and equipment, perform tasks requiring manual labor or heavy lifting. Equipment Operator is a safety-sensitive position.

### Essential Functions

Operate a variety of equipment such as dump trucks, pickups, maintainers, tractors/mowers, front-end loaders, backhoes, chain saws, and/or other similar equipment associated with the road department.

Haul a variety of materials including rock, gravel, dirt, asphalt mix, sand, steel, and other materials and equipment according to a predetermined schedule or as instructed by immediate supervisors.

Perform manual labor such as tree and brush removal, highway patching, loading and unloading trucks, backfilling dirt, crack sealing, repairing bridge decks, building fence or similar tasks.

Remove scrap or trash from job sites and county right-of-way, clean shop area or garage area as instructed by immediate supervisor.

Inspect vehicles, trucks, tractors and other equipment for readiness condition, proper fluid levels, proper tire pressures and other factors necessary for correct operation before use, report problems or deficiencies to immediate supervisor.

Perform preventive maintenance on designated equipment, assist in servicing and repair of equipment.

Maintain an organized record keeping file of receipts, equipment maintenance reports, time and attendance reports, equipment usage, purchase orders, vouchers, or any other information required by the Road Department.

Perform snow removal and sand/salt spreading duties, either manually or by utilizing motorized snow removal equipment.

Perform the installation, repair and replacement of signs along county roads. Perform and maintain sign and culvert inspections and inventories.  
Perform duties on an on-call basis as needed.

Perform other duties as directed or as the situation dictates.

### **Essential Knowledge, Experience, and Abilities**

Working knowledge of methods, materials, and equipment common to manual labor; working knowledge of hazards and safety practices common to manual labor; ability to organize tasks and work with others; ability to understand and communicate written and oral instructions; ability to establish and maintain effective working relationships with the public, co-workers, supervisors and others.

Knowledge of operations and maintenance procedures for heavy equipment used in conjunction with work duties of the position.

Knowledge of general highway construction and repair methods.

Knowledge of local roads and highways.

Skill in the application of the above referenced knowledge.

Knowledge of federal and state requirements for sign placement along county roads.

Skill in the application of the above referenced knowledge.

Ability to operate heavy equipment equivalent to a twelve (12) yard capacity diesel dump truck.

Ability to operate tractors/mowers, front-end loaders, maintainers, backhoes and chain saws.

Ability to perform manual labor and lift heavy objects.

Ability to recognize hazardous working conditions, ability to work effectively using prescribed safety practices.

Ability to work outside in all types of weather conditions.

Ability to understand and carry out both verbal and written instructions.

Ability to operate motor vehicles and heavy equipment in a safe manner.

Ability to work in a harmonious manner with co-workers and others.

### **Essential Education, Certifications, and/or Licenses**

A high school education or experience and training, which provides the necessary knowledge, skills, and abilities, are required. One year work experience operating heavy equipment or trucks is desired.

Nebraska driver's license and Nebraska Class "B" commercial driver's license required.

## Essential Physical Demands and Typical Working Conditions

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl, and talk and listen on a two-way radio.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in both an indoor garage facility and outdoors in all types of weather conditions and temperature variations.

Worker is exposed to grease, dirt, gas fumes, sun and inclement weather. Normal hazards are present in working with machinery and vehicles.

The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, and vibration. The noise level in the work environment is usually moderate and can sometimes be loud.

## Essential Attendance and Availability Requirements

Must maintain an acceptable level of attendance, punctuality, and availability as determined by the county; must work such regularly-scheduled hours as are determined by the county; must work any required overtime, weekends, and holidays.

Must work at the assigned work site. Must travel as required.

The specific statements shown in each section of this description are not intended to be all inclusive.

They represent typical elements and criteria considered necessary to perform the job successfully.

The county recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

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 and requirements of the job change.

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Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Effective Date of Job Description: \_\_\_\_\_