

**POSITION DESCRIPTION
COUNTY OF OWEN, INDIANA**

POSITION: Equipment Operator
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, and Crafts)

DATE WRITTEN: November 2020
DATE REVISED: November 16, 2020

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Owen County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Equipment Operator I for the Highway Department, responsible for maintaining roadways and adjacent areas and operating/maintaining vehicles and equipment.

DUTIES:

Maintains roadways and adjacent areas including, but not limited to, cold patching, chip sealing, crack sealing, paving roads, and removing trees.

Drives and operates vehicles and equipment following safety procedures, including, but not limited to, transporting materials/equipment to work sites, repairing roadways, grading gravel, digging ditches, filling washouts, cleaning debris, and loading/dumping stone, sand, hot/cold mixes, and asphalt.

Maintains vehicles and equipment, including, but not limited to, performing preventive maintenance, conducting pre-trip inspections, refueling, greasing, and cleaning. Reports serious problems to Mechanic.

Performs seasonal duties, including removing snow/ice and mixing/applying salts and abrasives.

Ensures safety of co-workers and the public at job sites, including informing jobsite hazards to supervisors.

Completes assigned paperwork, including planning work methods and maintaining records of work activities.

Maintains and cleans building and grounds as required.

Assist with Laborer duties as required, and performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all Department hiring and retention requirements, including passage of a drug test and medical examination.

Working knowledge of, with ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Working knowledge of assigned Department trucks and equipment with ability to maintain roads and highways, complete related maintenance, and follow safety measures.

Working knowledge of standard English grammar, spelling, punctuation, with ability to prepare correspondence and activity reports.

Ability to operate a variety of hand and/or power tools in performance of duties, including, but not limited to, hammers, screw drivers, wrenches, drills, power saws, air nozzles, air compressors, drivers, ratchets, files, mops, brooms, gauges, laser levels, shovels, rakes, prybars, and other tools as needed.

Ability to operate a variety of equipment in performance of duties, including, but not limited to, forklifts, pressure washers, grinders, delivery trucks, cutting torches, welding equipment, cut-off saws, graders, excavators, loaders, pavers, tractors, rollers, and other equipment as needed.

Ability to physically perform assigned duties, including sitting/walking at will, sitting/standing/walking for long periods, driving, lifting/carrying/pushing/pulling objects weighing over 50 pounds, crouching/kneeling/bending/reaching, handling/grasping/fingering objects, far/ close vision, color/depth perception, hearing sounds/communication, and speaking clearly.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to plan/layout assigned work projects, and apply knowledge of people and locations.

Ability to perform arithmetic tasks such as counting, adding, subtracting, computing, and calculating, such as square feet.

Ability to occasionally work extended hours, evenings, and weekends, and travel out of town, but not overnight, to transport materials and equipment, and regularly respond to emergencies on a 24-hour on a rotation basis and/or respond to emergencies from an off-duty status.

Possession of a valid driver's license and CDL and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties with work priorities and schedules primarily determined by supervisor and/or the service needs of the public. Incumbent follows standard operating procedures or policy and procedural manuals. Incumbent must have supervisor's permission to deviate from standard operating procedures. Incumbent has some flexibility in the job.

Incumbent reports directly to General Foreman and/or Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties involve sitting/walking at will, sitting/standing/walking for long periods, driving, lifting/carrying/pushing/pulling objects weighing over 50 pounds, crouching/kneeling/bending/ reaching, handling/grasping/fingering objects, far/close vision, color/depth perception, hearing sounds/communication, and speaking clearly. Strain is not prolonged and effort is extended for short periods of time, usually in connection with such duties as lifting heavy objects.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties outdoors or in vehicles/heavy equipment, with exposure to extreme temperatures, wet/icy surroundings, walking on uneven terrain, fumes/odors/dust/dirt, chemicals, heights, noisy environments, confined spaces, and exposure to violent/irate individuals and/or situations involving potential physical harm to self and others. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment.

Incumbent occasionally works extended hours, evenings, and weekends, travels out of town to transport materials and equipment, but not overnight, and regularly responds to emergencies on a 24-hour on a rotation basis and/or responds to emergencies from an off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Equipment Operator I for the Owen County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name