



## Equipment Operator I Job Description

Job Title: Equipment Operator I  
Department: Secondary Road  
FLSA Designation: Non-Exempt  
Reports to: Crew Supervisor  
HR Approved: *Lisa Seddon* April 2022

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### Job Summary

Under general supervision, performs unskilled and repetitive manual labor activities including the operation of light equipment, principally mowers and trucks in order to maintain the county roads and right-of-way; performs related duties as assigned.

### Essential Functions and Responsibilities

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

- Perform Miscellaneous Labor. Flag traffic, place or repair signs, maintain material piles, pick up trash, cut brush, load and unload supplies, and performs other manual labor type work.
- Operate various automotive, construction, and maintenance equipment after instruction. Operate a dump truck, pickup truck, and tanker truck, in such tasks as hauling sand and gravel, moving dirt, earth and related materials from place to place; removing snow; transporting machinery and equipment to job sites; hauling solid waste to the regional landfill; mowing; picking up parts and supplies and related maintenance operations. Operate equipment used in spreading chemicals and maintaining roads during winter conditions. Assist in placing culvert pipe and tile lines.
- Operate heavy equipment. Under direction and supervision, may operate heavier and more complex equipment for training purposes; may place materials for patching or seal coating and perform related work as directed.
- Mow county road right-of-way. Mow shoulders of all roads using mower tractor and mower. Keep shoulders and intersections clear of obstructions. Inspect and document roadways and ditches for damage or necessary repair.
- Maintain equipment and vehicles. Grease, checks fluid levels, clean as needed, change fluids and filters, and sharpens blades.
- Maintain records. Document use and service of equipment used in maintenance operations. Keep daily records of the work day and maintenance operations for particular jobs.
- Clean shop. Sweep, wash and vacuum. Pick up items that could create unsafe conditions. Put tools away for easy access. Apply oil dry. Generally keep shop work and storage areas neat, orderly and clean.

## Minimum Education and Experience Required to Perform Essential Functions

- High school diploma or General Education Degree (GED).
- Specific such as might be acquired in one year of prior related experience in construction, farming or maintenance activities.

## Certificates, Licenses, Registrations

- Driver's License – Required
- Class B CDL with air brake endorsement – Required
- Class A CDL, tanker endorsement – Preferred

## Mental and Physical Competencies Required to Perform Essential Functions

### Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs.

### Cognitive Demands

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### Equipment Used

Mower Tractor

Hand Tools Welder & Torch

Dump, Tanker & Bucket Truck

Mower Deck

Air Tools, Electric Drills & Grinders

Heavy Equipment

### Physical Demands

Work involves regular standing, walking and occasional horizontal and vertical reaching motion, crouching, crawling, stooping, kneeling, pushing, pulling, lifting and carrying heavy objects up to 100 pounds. Extensive use of hands, fingers, legs, arms in grasping objects, driving equipment and using hand and power tools involved in maintenance functions. Climb into and out of cabs of various equipment (trucks, motor graders, backhoes, tractors, etc.). Uses hoists, jacks and related mechanical equipment to lift and align heavy parts and equipment in repair and operational tasks.

### Environmental Adaptability

Primarily outside work subject to temperature extremes at various times of year. Work is performed in an environment with exposure to numerous undesirable conditions including noise, dust and fumes, and exposure to moving parts. Potential for serious injury such as loss of limb or life exists due to nature of work, such as blind corners, gravel road surfaces, slow moving farm equipment, speeding traffic, storm and related damages to roads. Normal winter hazards associated with winter duty such as glare, ice, etc. Willingness to work alone or apart in physical isolation from others for prolonged periods.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee Signature

Date

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Department Head Signature

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.