

LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Heavy Equipment Operator

Department: Highway

FLSA: Non-exempt

Reports to: Maintenance Superintendent

PURPOSE OF POSITION:

The purpose of this position is to operate a motor grader and various equipment used in the repair and maintenance of highways and related areas for Lyon County. Duties are operating specialized equipment; performing manual labor; performing preventative maintenance and building maintenance; and work as required by weather and maintenance conditions. May be required to work additional hours as necessitated by the department's operations, including early mornings, weekends and holidays. Performs additional tasks as assigned by the Foreman.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs various manual tasks related to highway maintenance such as controlling snow and ice on roads using a motor grader with plow, grading gravel roads, operating a shouldering machine, fog sealing, cleaning ditches, patching blacktop, mowing, hauling culverts, maintaining culverts and bridges, repairing storm damage, installing and removing snow fencing, loading and distributing fill, repairing guard rails, repairing railroad crossings, picking up rocks, repairing gravel washouts, cleaning roads, and loading gravel, maintaining gravel roads, cutting shoulders, raising roads, cutting ditches to proper grade.

Performs preventative maintenance; maintains the shop and grounds; washes trucks and equipment; cleans and maintains equipment; assists in the mechanical repair of equipment; performs checks of equipment's oil, water, and air levels.

Fills out various reports and documents, including truck and trailer inspection sheet, time cards, inventory sheets, truck inspection sheets, vehicle repair sheets, inventory sheets, load sheets, fuel consumption sheet, and vehicle maintenance reports.

Reviews and receives maps and material safety data sheets.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

TOOLS AND EQUIPMENT

Operates a variety of light, medium, heavy, and specialized equipment engaged in the construction, maintenance, and repair of highways and related areas for Lyon County, including, but not limited to: tandem axle trucks, rubber tire roller, motorized brooms, tractors, mowers, backhoes, loaders, oil distributors, tar kettles, weed sprayers, snow plows, snow blowers, motor graders, chip spreader, air compressor, jack hammer, water truck, sanders, pickup truck, pot hole patcher, weed eater, water truck, ground compactor, water pumps, chain saws, and other equipment, as required.

MINIMUM QUALIFICATIONS

High school diploma, or GED, required; with a minimum of one-year experience in motor grader operation, maintenance, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a Class "A" commercial driver's license.

Dependent upon where assigned, one or more of the following certifications may be required: tanker certification, cutting torch course, and/or hazardous material endorsement.

CPR/First Aid certification within six (6) months of hire.

Certified in Tanker and Hazmat endorsement within six (6) months of hire.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements: Must be able to move or carry job-related objects or materials. Must be physically capable of stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of performing duties assigned. Physical demand requirements are at levels of those for heavy active work.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

Environmental Adaptability: Work is performed in an environment with regular exposure to a number of undesirable conditions: noise, dust, fumes, vehicle exhaust, moving parts, electrical shock, burns, hazardous weather conditions and toxic agents. Work is also subject to a variety of potentially dangerous conditions during the construction season, snow and ice removal, working around moving traffic, cranes, and construction equipment.

Accountabilities Shared by All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

Signature

Supervisor's Signature

Date

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.