

Ringgold County, Iowa
 Job Description
 Ringgold County Secondary Roads Maintenance Operator

Job Title:	Maintenance Operator	Supervises:	N/A
Department:	Secondary Roads	FLSA Status:	Non-Exempt/Bargaining Unit
Reports to:	Road Superintendent/ Engineer	Hours:	M-F 7:00 a.m. – 3:30 p.m.

Summary:

The primary purpose of this position is to perform skilled and heavy manual labor, operate heavy equipment including but not limited to: motor graders, tractor mowers, tandem and semi-truck and other equipment necessary to maintain secondary road surfaces and right-of-way, perform road maintenance patrol tasks and repair or work on bridge infrastructure.

Essential Job Duties and Responsibilities:

- Timely, reliable and consistent physical attendance is an essential function of this position.
- Operates motor graders, trucks, snow plows and other equipment to maintain secondary road surfaces.
- Participates in construction projects as assigned including culvert and bridge construction and repair.
- Operate tractor-mower to maintain road right-of-way.
- Reports the need for repairs and maintenance to supervisor.
- Perform operator equipment maintenance tasks as directed by Road Superintendent.

Additional Job Functions

- Operate various types of heavy equipment maintained by the County: e.g., dragline, asphalt distributor, etc.
- Replaces traffic signs and performs flagger work.
- Seals cracks in pavement.
- Cuts brush from right-of-way.
- Perform heavy manual labor.
- Respond to emergencies: e.g., snowstorms and floods at any time required by the employer.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with three to five years road construction/maintenance experience, or a combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

- Ability to classify, compute and tabulate data and information following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards as well as the ability to follow specific instructions and respond to simple requests from others.

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- Ability to utilize a wide variety of descriptive data and information such as regulations, time sheets, vehicle maintenance reports, maps, safety bulletins, engineer drawings and general operating manuals.
- Ability to communicate effectively with Department personnel, supervisors, County Board of Supervisors and County residents.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Physical Requirements

- Ability to operate equipment and machinery with some complex and rapid adjustments such as patrol equipment, dump truck, dozer, chain saw, tractor-mower, pick-up truck, mechanic's tools, shovel, carpenter's hand tools, two-way radio and brush mowers.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required for road maintenance equipment and tool use.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

Environmental Conditions

- Ability to work under adverse and uncomfortable conditions where exposure to environmental factors such as temperature variations, toxic agents, noise, vibrations, wetness, machinery and/or dust may cause discomfort and where there is a risk of injury.

Compliance

- Compliance with the employee handbook, county policies, department work rules, supervisor directives and the terms of the collective bargaining agreement are required.

Certificates, Licenses, Registrations:

- Possess and maintain valid driver's license.
- Commercial Driver's License
- CPR and first aid training
- Posses at least two of the following: 10-hour OSHA certification, certified welder, commercial pesticide applicator certification (noxious weed/brush control) and flagger certification.

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements. I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee Signature

Date

Supervisor Signature

Date