

## SEWARD COUNTY

### JOB DESCRIPTION

<b>Position:</b>	<b>Heavy Equipment Operator</b>
<b>Last Revised:</b>	<b>2023</b>
<b>Job Status:</b>	<b>Non-exempt/Full-time</b>
<b>Reports to:</b>	<b>Assistant Highway Superintendent and Highway Superintendent</b>
<b>Supervisory Responsibilities:</b>	<b>No supervisory responsibilities</b>

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#### I. GENERAL FUNCTIONS

Performs a variety of skilled and semi-skilled duties associated with the operation of road construction equipment and the repair, maintenance, and construction of County roads, bridges, culverts, and right-of-ways.

#### II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Operate a variety of equipment such as dump trucks, tractors, front-end loaders, excavators, tractors/mowers, maintainers, backhoe, scrapers, dozer, tractor/lowboy, chain saws and/or other similar equipment.
- Operates heavy equipment involving excavations; clearing and grubbing; backfilling and compacting; excavating and pipe laying; and construction and maintenance of embankments, berms, and dikes.
- Operates a road grader to spread gravel across road surfaces to fill holes and maintain proper road crown; pulls shoulders to remove weeds and loose gravel; cuts and cleans ditches to insure proper drainage; shoulders gravel onto blacktop to maintain required slope and width of road shoulder(s); and cleans areas surrounding culvert ends.
- Perform skilled tasks in the operation of heavy equipment using independent judgment in conformance with professionally accepted construction methods and policies of the Road Department.
- Inspect roads for damage and proper drainage.
- Operates rollers to pack gravel and chip /seal; lays down hot oil for chip and seal; operates double axle and tractor-trailer trucks to construct, repair, and maintain roads
- Operates trucks with snowplow blade to plow snow and sand roads as needed.
- Spreads gravel base and oil for road repair and/or construction.
- Maintains, repairs, or replaces bridges and bridge structures.
- Repairs or replaces damaged fences, culverts, signposts, and/or mailbox posts.
- Clean, excavate, or grade ditches along roadways.
- Move dirt in and around construction and repair projects, excavate culverts to be replaced, backfill dirt around bridge approaches, box culverts, and culverts.
- Backslope banks along roads according to established policies of the Road Department.
- Operates a variety of light vehicles including light tractor and pickup truck to pull mower, to cut weeds or grass along County roads.
- Operates an air compressor as a pneumatic pavement chisel; and compacts smooth pavement patches with a roller.
- Performs routine maintenance on assigned heavy equipment including changing oil, lubricating vehicle, changing fuel, air, and oil filters, checking tire pressure, transmission, engine, hydraulic, and differential oil levels.

- Changes flat tires and worn grader blades as required
- Reports mechanical problems for shop repair; and assists the Mechanic as necessary.
- Records vehicle maintenance and usage and keeps logs to record fuel and oil consumption, machine hours, and projects, etc.
- Maintain an organized record keeping file of equipment maintenance reports, road maintenance performed, supplies used, time and attendance reports, and any other information required by the Road Department.
- Performs heavy physical labor under a variety of weather conditions.
- Operates equipment for asphalt paving and all duties associated with the operation and maintenance of asphalt lay down machines.
- Perform manual labor such as tree and brush removal, highway patching, backfilling dirt, erecting barricades, crack sealing, build all types of fences or similar tasks.
- Cleans and removes debris from culverts.
- Contact landowners concerning excavation on private property and county ROW.
- Perform duties on an on-call basis as needed.

### **III. OTHER NON-ESSENTIAL DUTIES**

- Operates other heavy equipment as required.
- Performs other related duties as required and assigned.

### **IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

- Methods, materials, and equipment common to manual labor
- Hazards and safety practices common to manual labor
- Operation and maintenance procedures for heavy equipment used in conjunction with work duties of this position.
- State traffic laws.
- Routine vehicle and equipment maintenance procedures
- General highway construction and repair methods
- Operate a variety of equipment such as light and heavy trucks, motor graders, tractors, front-end loaders, mowers, chain saws and other equipment associated with the Road Department
- Organize tasks and work with others
- Understand, communicate, carry out written and oral instructions
- Establish and maintain effective working relationships with the public, co-workers, supervisors and others
- Perform manual labor and lift heavy objects
- Recognize hazardous working conditions and work effectively using prescribed safety practices
- Work outside in all types of weather conditions
- Operate motor vehicles and heavy equipment in a safe manner
- Plan and organize work, ability to keep written records
- Estimate materials required for road resurfacing projects
- Use computer as required.

### **V. DESIRABLE TRAINING AND EXPERIENCE**

- Two years of road maintenance experience including the operation of road and construction equipment or equivalent

### **VI. MINIMUM QUALIFICATIONS**

- Graduation high school or equivalent
- Must be at least 19 years of age
- Valid Nebraska driver's license
- Valid Commercial Driver's License (CDL) – Class A

- Must be able to see while driving, with or without the use of glasses or contacts
- Must be able to lift a minimum of 75 lbs.

#### **VII. NECESSARY SPECIAL REQUIREMENTS**

- Must maintain an acceptable level of attendance, punctuality, and availability.
- 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.
- May be required to obtain EPA certification for spraying herbicides and/or insecticides within a time frame as specified by the county.
- May be required to assist in bridge inspections and pass designated courses.

#### **VIII. WORKING CONDITIONS & PHYSICAL EFFORT**

- Methods, materials, and equipment common to manual labor
- Hazards and safety practices common to manual labor
- Operation and maintenance procedures for heavy equipment used in conjunction with work duties of this position.
- State traffic laws.
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#### **IX. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County's Personnel Manual is a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date