



## SEWARD COUNTY

### JOB DESCRIPTION

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**Position:** Road Construction Crew Member

**Last Revised:** Jan 2026

**Job Status:** Non-exempt; Full-time

**Reports to:** Highway Superintendent & Assistant Highway Superintendent

**Supervisory Responsibilities:** None

#### I. GENERAL FUNCTIONS

The Road Construction Crew is responsible for operating heavy equipment in a safe and effective manner to ensure roadways are accessible, safe, and in good operating condition. Performs skilled and semi-skilled duties associated with the construction and repair of county roads and rights-of-way.

#### II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Undertake laboring duties in the construction of gravel roads in accordance with a specified time frame and under the instructions and guidance of the Highway Superintendent and Assistant Highway Superintendent.
- Operate County owned motor vehicles and heavy equipment in a safe manner.
- Remove snow and trees from county roads and county right of way as needed.
- Under general supervision, operate maintenance and transportation equipment in a variety of road maintenance activities including excavating, grading, trenching, loading, and related operations according to required standards.
- Perform semiskilled and skilled activities while operating motor graders, excavators, dozers, scrapers and tractors during road construction operations.
- Perform general and preventative maintenance on vehicles and equipment safely, correctly, and in a timely manner. This includes equipment services, greasing, and changing tires.
- Loads and unloads construction equipment.
- Records vehicle maintenance and usage and keeps logs to record fuel and oil consumption, machine hours, and projects, etc.
- Operate grader controls to regulate height and angle of the grader blade and lower scarifier to loosen packed soil to permit grading.
- Use graders, loaders, excavators, dozers, scrapers, tractors, heavy equipment attachments, and trucks for grading, spreading, and compacting materials for gravel road construction.
- Placing signs and barricades to direct traffic around construction zone safely.
- Clearing rights-of-way, digging ditches, removing brush/trees, and preparing the base for new roads or repairs.

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

- Two years' experience operating heavy equipment, or the type of equipment used in work duties required of this position as stated in Essential Duties & Responsibilities.
- Understand, communicate, and carry-out written and oral instructions.
- Establish and maintain effective working relationships with the public, co-workers, supervisors, and others.
- Proficient in methods, techniques, and practices used in the construction and maintenance of roads, culverts, tree removal, and snow removal.
- Understand the operation and maintenance procedures for heavy equipment used in conjunction with work duties of this position.
- Recognize hazardous working conditions and work effectively using prescribed safety practices.
- Work in a harmonious and team-oriented manner with all Seward County Employees.
- Thorough knowledge of basic mathematics.

### **IV. DESIRABLE EXPERIENCE**

- Experience in understanding road maintenance and road construction.

### **V. MINIMUM QUALIFICATIONS**

- High school diploma or equivalent.
- Must be 19 years of age
- Valid Nebraska driver's license
- Valid Commercial Driver's License (CDL)-Class A at hire or within 6 months of start date.
- Must be able to legally work in the U.S.
- Must be able to lift a minimum of 75 lbs.

### **VI. NECESSARY SPECIAL REQUIREMENTS**

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the county; 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.

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

- Frequently required to stand and walk.
- Use hands to handle or operate objects, tools or controls.
- Reach with hands and arms.
- Required to sit, climb, crawl, crouch, grasp, lift, kneel, pull, push, reach, stand, stoop, and walk.
- Talk and listen on a two-way radio.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Perform work in both an indoor garage facility and outdoors in all types of weather conditions and temperature variations.
- Exposed to grease, fuel and other equipment materials, dirt, sun, and inclement weather conditions.
- Normal hazards are present in working with machinery and vehicles.
- Frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, and vibration
- Noise level in the work environment is usually moderate and can sometimes be loud.

**VIII. 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.

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Employee Signature

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Date

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HR Director/ Supervisor Signature

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Date