

POSTING DATE: April 4, 2018

Seasonal Mower Technician

DEPARTMENT: Secondary Roads

DUTIES: Under direct supervision, performs physical laboring activities which include mowing, trimming, and picking up litter along roadside and various shops.

QUALIFICATIONS: High school diploma or GED and experience equal to one year of full-time work in highway maintenance or equipment operation may be substituted for each year of the required high school education. Must possess a valid State of Iowa Driver's License and be insurable under the county guidelines.

STATUS: Seasonal Non-Exempt Position-Employed six months or less.

SALARY: Based on experience and qualifications

Applications and complete job description can be obtained at the Buchanan County Auditor's Office located at 210 5th Ave. N.E., Independence, IA 50644 or on the County's website at www.buchanancountyiowa.org. Completed application and signed job description will be accepted at the Auditor's Office through Friday, April 27, 2018 until 4:30 p.m. or until an eligible candidate is located.

Buchanan County is an Equal Opportunity Employer (EOE).
It is the policy of Buchanan County to comply with the Americans with Disabilities Act.

BUCHANAN COUNTY

Position: Mower Technician

Supervises: None

Department: Secondary Roads

Gives work direction to: None

FLSA Status: Non-exempt – Seasonal Employment

Reports to: Engineer, Road Superintendent/Assistant to Engineer, and/or Shop Foreman

Revised Date: January 15, 2015

POSITION SUMMARY

At will position appointed by the Board of Supervisors and reporting to the Engineer. Under direct supervision of the Engineer, Road Superintendent, Assistant to Engineer, and/or Shop Foreman; performs physical labor activities which include mowing, trimming, and picking up litter.

ESSENTIAL JOB DUTIES

- Works with maneuvering, navigating or operating various pieces of automotive and mechanical equipment; such as a tractor-mower. Operates push mower, electric clippers, and pruning saw.
- Services and performs routine maintenance and minor repair on assigned equipment such as oil changes, greasing and inspecting equipment and cleaning tools.
- Gather and remove litter at various sites.
- While performing the duties of this job the employee must routinely lift/carry, push/pull up to fifty (50) pounds.
- Performs physical activities that require considerable use of arms, legs, and moving whole body, such as climbing on/off tractor-mower, and out of ditches, lifting, walking, stooping, and handling of materials.
- Provide proper trimming of grass areas around shops.
- Must possess a valid State of Iowa Driver's license and be insurable under the county guidelines.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Engineer, Road Superintendent, Assistant to Engineer, and/or Shop Foreman

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to read and comprehend instructions, road maps, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write and communicate in English information to the public, answer questions while working in the field, and to comprehend directions and instructions.
- Ability to drive trucks and other vehicles in a safe and conscientious manner.
- Ability to organize time, manages a variety of work duties, and work as a team player.
- Ability to work out doors in all types of weather conditions, day or night, in normal and emergency situations to ensure the proper completion of maintenance activities.
- Skills in the operation of hand tools and power tools and in determining the kind of tools and equipment needed. Ability to perform routine maintenance on tools and determine when and what kind of maintenance is needed.
- Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

ENTRY REQUIREMENTS

Education/Training: High school diploma or GED;

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Work Experience: Experience equal to one year of full-time work in highway maintenance or equipment operation may be substituted for each year of the required high school education.

Required licenses, registrations, and certifications: Possession of a valid State of Iowa Driver's license and be insurable under the county guidelines.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: None.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, balance, stoop, talk or hear. The employee must routinely lift and/or carry up to fifty (50) pounds.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- *Work environment:* Work is conducted primarily outdoors so the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate to loud. Exposed to noise; moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibrations.

HOURS OF WORK

This is a seasonal position that generally may work-up-to-forty (40) hours per week during a seven day period, Monday through Friday for which the customary annual employment is six months or less. May be required to work additional hours or to change hours with minimal notice because of operational needs or emergency situations.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties or combine positions at any time.
 5. Buchanan 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 encourage prospective employees and incumbents to discuss potential accommodations with the employer.

General Sign-Off: The employee is expected to adhere to all county policies.

I have read and understand this explanation and job description.

Department Head Signature

Employee Signature

Date

Date