

DEPARTMENT: Operator II – Secondary Roads

DUTIES: Under general supervision performs heavy manual labor; drives single or tandem axle vehicles. Performs roadway and right-of-way work. Performs duties related to snow and ice removal, and operates various road equipment used to maintain County roads.

QUALIFICATIONS: High school diploma or GED and two year full-time highway maintenance and equipment operations work; Or an equivalent combination of education, training and/or work related experience in the County Road Department as an Operator I that provides the knowledge, skills and abilities necessary to perform the essential functions of the position; Or An equivalent combination of education and experience substituting one year (thirty semester hours) of accredited post high school education in construction technology/management that provides the knowledge, skills and abilities necessary to perform the essential functions of the position. Must have a valid State of Iowa Commercial Driver's License, Class B with air brakes endorsement.

STATUS: Full-time Non-Exempt

SALARY: Based on AFSCME Local 1722 Secondary Road Agreement

Applications and complete job description can be obtained at the Engineers office located at 1511 1st Street E., Independence, IA 50644 or downloaded from the County's website at www.buchanancountyiowa.org. Completed application and signed job description will be accepted at the Engineers Office through Friday, January 25, 2019 until 4:00 pm.

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

BUCHANAN COUNTY

Position: Operator II

Supervises: NA

Department: Secondary Roads

Gives work direction to: None

FLSA Status: Non-Exempt
AFSCME Secondary Road Unit

Reports to: Engineer, Road Superintendent, or Assistant
to Engineer

Revision date: March 13, 2017

POSITION SUMMARY

At will position appointed by the Board of Supervisors and reporting to the Engineer and/or Road Superintendent. Under general supervision performs heavy manual labor; drives grader, heavy trucks, tractors, and single or tandem axle vehicles. Operates various road equipment used to maintain County roads; and performs related work as required.

ESSENTIAL JOB DUTIES

- Erects, maintains, and disassemble road signs, and barricades.
- Sweeps loose dirt from pavement to prepare for laying surface. Spreads asphalt over surface and tamps in patches
- Operates air compressor and jackhammer to break up pavement and rocks.
- Drives farm-type tractor with mower attachment to cut grass and weeds.
- Services and performs routine maintenance and minor repairs on all assigned equipment such as tires, lights, brakes, fuel, oil, and greasing and inspections. Assists mechanic on major breakdowns
- Performs roadway and right-of-way, shoulder, bridge, surface, drainage and related maintenance to include: surfacing, sealing and filling joints and cracks, removing bumps, filing depressions, and removing and replacing damaged pavements; smoothing shoulders, mowing shoulders, and rebuilding shoulders; cutting brush, repairing fence, maintaining signage, and performs a variety of manual finishing concrete/asphalt repair on bridges and culvert construction.
- Performs duties related to snow and ice removal, drives truck such as single or tandem axle dump trucks that may be equipped with tailgate or hopper spreader, straight blades or V-plows, wing plows, and underside ice blades; includes preparing and spreading abrasives and de-icing chemicals on the roadway by using a loader for mixing abrasives and chemicals.
- Operates an end loader, shovels, and other hand tools to load and unload materials such as abrasives, de-icing chemicals, and rock into trucks.
- Operates self-propelled grader to spread and level dirt, gravel and stone to grade specifications.
- Uses hand and power tools (e.g. chain saws, electric drills, measuring and cutting devices) to perform semi-skilled maintenance tasks.
- Performs manual labor and other duties as required. The individual in this position must occasionally lift and/or move up to sixty-five (65) pounds.
- Must maintain a valid State of Iowa Commercial Driver's License, Class B with air brakes and be insurable under the County's guidelines.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Engineer and/or Road Superintendent.

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, write, and communicate in English information to the public, answer questions while working in the field, and to comprehend directions and instructions.
- Ability to add, subtract, multiply, and divide in units of measure using whole numbers, common fractions and decimals.
- Ability to drive trucks and other vehicles in a safe and conscientious manner.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (continued)

- Ability to organize time, manages a variety of work duties, and work as a team player.
- Ability to lift, load, and/or move items weighing up to sixty-five (65) pounds.
- Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations to ensure proper completion of maintenance activities.
- Ability to operate, calibrate, maintain electronic and hydraulic controls to ensure proper amount of materials are being applied to the roadway.
- Ability to assist with on-the-job training for new employees.
- Ability to acquire the knowledge, skills, and techniques used under the manual on uniform traffic control devices (M.U.T.C.D.) and the ability to apply these skills and techniques.
- Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.
- Knowledge of road and/or bridge maintenance or construction.
- Knowledge and skills in the operation of hand tools, power tools, and with light and heavy highway maintenance equipment requiring hand, foot, and eye coordination.
- Knowledge of applicable department policies, procedures, and regulations pertaining to highway and equipment maintenance, record keeping, and reporting requirements.

ENTRY REQUIREMENTS

Education/Training: High school diploma or GED;

And,

Work Experience: Two year of full-time highway maintenance or equipment operations work;

Or

An equivalent combination of education, training and/or work related experience in the County Road Department as an Operator I that provides the knowledge, skills and abilities necessary to perform the essential functions of the position;

Or

An equivalent combination of education and experience substituting one year (thirty semester hours) of accredited post high school education in construction technology/management that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Commercial Driver’s license Class B with air brakes and be insurable under the county’s 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.

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 frequently required to walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, balance, stoop, kneel, crouch, or crawl, talk or hear. The employee must occasionally lift and/or move up to sixty-five (65) pounds.

WORK ENVIRONMENT (continued)

- 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

Generally forty (40) hours per week with the normal workweek for regular full-time employees consisting of five (5) consecutive eight (8) hour days, Monday through Friday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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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.

Department Head Signature

Employee Signature

Date

Date