LYON COUNTY, MINNESOTA
POSITION DESCRIPTION

Position Title: General Equipment Operator | Department: Highway

FLSA: Non-exempt | Reports to: Highway Maintenance Supervisor

PURPOSE OF POSITION:

The purpose of this position is to operate a variety of equipment used in the repair and maintenance of highways and related areas for Lyon County. Duties include, but are not limited to: operating specialized equipment; performing manual labor; performing preventative maintenance; performing building maintenance; and performing additional tasks as assigned by the highway foreman. Employees may be required to work additional hours as necessitated by the department's operations, including early mornings, weekends, and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Due to the diversity associated within this position, the following duties include all tasks associated with all assignments.

Operates a variety of light, medium, heavy, and specialized equipment engaged in the construction, maintenance, and repair of highways and related areas for Lyon County. Examples may include, but are not limited to: tandem axle dump trucks with various specialized attachments such as an adjustable skid blade for leveling bituminous patching material, a wing, a sander, a one-way or V-plow, and an underbody blade for snow removal and ice control. Also operates a dozer, a backhoe, a loader, an oil distributor, a rubber and/or steel drum compactor, a motorized broom, a tandem axle truck with a lowboy trailer or belly dump trailer and other equipment, as required. Required to pull a pup trailer for hauling material in all seasons.

Performs various manual tasks related to highway maintenance. Tasks include, but are not limited to: shouldering, re-graveling and re-grading roadways and ditches; controlling snow and ice on roads; seal coating, crack filling and patching bituminous roads; cleaning and mowing ditches; hauling materials and equipment; repairing bridges, culverts, and guard rails; performing storm damage cleanup; excavating and restoring borrow sites and gravel pits.

Performs preventative maintenance; maintains the shop and grounds; washes trucks and equipment; cleans and maintains equipment; assists in the mechanical repair of equipment; performs checks of equipment's oil, water, and air levels.

Fills out various reports and documents, including truck and trailer inspection sheet, time cards, inventory sheets, truck inspection sheets, vehicle repair sheets, load sheets, fuel consumption sheet, and vehicle maintenance reports. Reviews and receives maps and material safety data sheets.

Responsible to observe all Lyon County safety and health rules and to apply the principles of accident prevention in day-to-day duties.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High school diploma, or GED, required; with a minimum of one-year experience in heavy equipment operation, maintenance, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a Class "A" commercial driver's license.

Dependent upon where assigned, additional certifications may be required.

CPR/First Aid certification within six (6) months of hire.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements:

Physical demand requirements are at levels of those for heavy active work. Must be physically able to operate a variety of machines and equipment including tandem axle trucks, rubber tire roller, motorized brooms, tractors, mowers, backhoes, loaders, oil distributors, tar kettles, weed sprayers, snow plows, snow blowers, air compressor, jack hammer, water truck, sanders, pickup truck, pot hole patcher, weed eater, ground compactor, black top coulter, water pumps, chain saws, and other equipment, as required.

Numerical Aptitude and **Language Ability**:
Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; and interpret same as may be appropriate.

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. Requires the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Environmental Adaptability:
Work is performed in an environment with regular exposure to a number of undesirable conditions: noise, dust, fumes, vehicle exhaust, moving parts, electrical shock, burns, hazardous weather conditions and toxic agents. Work is also subject to a variety of potentially dangerous conditions during the construction season, snow and ice removal, working around moving traffic, cranes, and construction equipment.

ACCOUNTABILITES AND WORK ENVIRONMENT:

Accountabilities Shared by All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

_____ _____

Employee Signature Supervisor's Signature

_____ _____

Date Date

Lyon 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 encourages prospective employees and incumbents to discuss potential accommodations with the employer.