

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Maintenance and Equipment Operators

BAND:	GRADE: 8	SUBGRADE:
DEPARTMENT: Highway	ACCOUNTABLE TO: Maintenance Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Maintenance and Equipment Operators are experienced equipment operators expected to operate all types of highway maintenance and construction equipment within the department. Responsibilities include conducting maintenance and repair activities on assigned portions of County roads, highways and bridges; maintenance and care of assigned pieces of equipment; blading and grading of gravel roads; assisting in the plowing and sanding of roads; hauling of construction and maintenance materials; and operating paving, loaders, and backhoes in the paving or maintenance/repair of roads and culverts.		
DISTINGUISHING CHARACTERISTICS: Positions assigned to this level represent journey level operators skilled in the use and operation of the full range of projects and equipment within the department.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Operates heavy equipment in the maintenance of highway roads, ditches, bridges and culverts. Inspects equipment to ensure proper safety and operation; grades and maintains roads in accordance with proper grades and department procedures.	Daily 30%
2.	Plows and sands County roads and bridges to ensure they are clear of ice and snow. Cares for assigned portions of roads and bridges deciding where to sand and how much to sand.	Annually 15%

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	Sets up barricades or safety signs depending upon the nature of the project and participates in shouldering projects by operating a widener machine	Annually 5%
4.	Operates motor grader in the blading and grading of gravel roads. Assures roads have the proper slope. Back slopes and levels roads.	Annually 5%
5.	Hauls rock, sand, blacktop or other maintenance or construction materials needed at job sites.	Annually 5%
6.	Operates paver, oiler distributor, and asphalt rollers in the conduct of paving and seal coating projects	Annually 10%
7.	Operates front-end loaders or backhoes to dig ditches, load trucks with materials, replaces culverts, to doze dirt, or remove old bridges.	Annually 5%
8.	Conducts routines maintenance and care to assigned pieces of equipment including changing oil; lubricating parts; replacement of hoses, belts; and lights. Provides assistance to the mechanic in more complex repairs to assigned equipment.	Annually 25%
9.	Perform MNDOT required pre-trip and post-trip inspections of vehicle. Ensure vehicle is in safe operating condition before using it.	Daily
10.	Performs other duties of a similar nature or level.	As Required

Knowledge (position requirements at entry):

Knowledge of:

- Roadway construction, maintenance and repair operations and practices
- Proper snow removal techniques
- General equipment maintenance and care procedures
- Safety procedures and practices used in the maintenance, care and operation of large construction equipment



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Skills (position requirements at entry):

Skill in:

- Operating heavy equipment and vehicles used in roadway maintenance and construction
- Repairing and maintaining roadways, bridges and related structures
- Repairing, maintaining and inspecting vehicle and equipment engines
- Using a wide variety of small hand and larger power tools
- Inspecting equipment for proper operation and safety devices
- Perform simple data entry, enter time on timesheets and database programs
- Able to read maps &/or use GPS devices
- Working knowledge of English sufficient to read, write, speak and understand oral and written information; communicate with co-workers and the general public in-person or via two-way radio and other electronic devices; and to maintain routine written logs and simple records.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High school diploma or equivalent and a minimum of two years experience operating a variety of maintenance and construction equipment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid Class A Commercial driver's license. Positions in this job classification are subject to drug and alcohol testing pursuant to MNDOT rules. Must Maintain Valid MNDOT Health card.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noise and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Classification History:

Draft prepared by Bjorklund Compensation Consulting (BCC)

Date: 3/99, 5/13

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FOR NEW HIRES/EMPLOYEE SIGNATURE ONLY

I have read and understand the information contained within the job description.

Employee Printed Name

Employee Signature

Date

