

**SARGENT COUNTY, NORTH DAKOTA  
POSITION DESCRIPTION**

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| <b>Name:</b>           |                               | <b>Department: Roads and Bridges</b> |
| <b>Position Title:</b> | <b>Equipment Operator III</b> | <b>FLSA:</b>                         |
| <b>Date:</b>           | <b>April 2018</b>             | <b>Reports To: Road Supervisor</b>   |

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**PURPOSE OF POSITION:**

The purpose of this position is to safely and efficiently operate a variety of heavy equipment to maintain all County roads and bridges and perform routine maintenance on equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The employee may be required to follow any other instructions and to perform any other duties they are requested to do.**

Demonstrates professionalism, accomplish goals in a team environments, must multi-task and set priorities effectively, adjust to stressful situations with attention to detail, excellent hand, eye and foot coordination, excellent sense of balance and the ability to remain calm under a sense of urgency to meet deadlines.

Safely and precisely operates a variety of equipment to maintain all County roads and bridges; operates a motor grader to plow or blade roads; operates a snowplow truck to clear roads during inclement weather; operates a backhoe to load equipment and dig; operates a tractor to mow grass; operates a skid steer loader and various trucks including semi and tandem to safely load and haul equipment and materials.

Performs routine maintenance and safety checks of equipment; complete basic repairs on equipment.

Posts signs throughout the County as determined and / or directed.

Reviews and stays abreast to all safety guidelines and precautions; adheres to established policy and procedure when operating equipment.

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**Sargent County Position Description – Equipment Operator III**

Patrols roads to ensure public safety. Promotes, executes, and adheres to County's safety program, and encourages all employees, subcontractors and consultants to adopt safety as a culture.

Attends daily and / or weekly safety meetings and inspections.

Utilizes various tools to complete duties such as a shovel, mechanics tools, welding machine, torch, and an air compressor. Utilizes various computer software programs to perform word processing, data entry and databases. Performs basic office duties including, but not limited to, use of the phone, fax/copier/printer machine, and other office equipment.

Completes requires paperwork and logs to summarize work completed, parts summaries, fuel usage, maintenance information and repair work done on equipment.

Maintains records and documents of assessments and educational activities that were performed and scheduled.

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- High school diploma or equivalent (GED)
- Valid North Dakota Class A drivers license with air brakes with cargo tanker endorsement on the first day of work
- Two years of relevant experience
- Must obtain certified and/or continued training as required
- Requires all staff members to report to work within 30 minutes during emergency events and/or inclement road conditions this included, after hours, weekends and/or holiday

**MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS****Physical Requirements:**

Must be physically able to operate a variety of machines and equipment including a motor grader, snowplow truck, backhoe, tractor, skid steer loader and various trucks including a semi and tandem.

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

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**Sargent County Position Description – Equipment Operator III**

Occasionally, tasks involve the ability to exert very heavy physical effort in very heavy work involving the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds).

**Knowledge and Skill Requirements:**

Operates Grader and other equipment on public roadways, maintaining proper awareness of ones surroundings. Operate heavy equipment and other construction related duties as required.

Demonstrates an understanding of grades and interpret roadway plans and drawings.

Incorporates the most recent federal, state, and local guidelines, regulations, and laws.

Operates a motor vehicle to travel with a valid commercial driver's license.

**Numerical Aptitude:**

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine time and weight; and interpret same as may be appropriate.

**Language and Communication Ability:**

Analyzes and reviews various manuals, maps, vehicle maintenance manuals, policy manuals, sign manuals, and related guides.

Requires the ability to complete reports, various documents, designs, and logs with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to communicate with and before others using correct English.

**Interpersonal Communication:**

Requires the ability to communicate with people to convey or exchange information, as well as give directions. Work with Safety Department to investigate damage, incidents or near misses in the worksite, and ensure proper procedures are carried out according to the County's Safety Program.

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**Sargent County Position Description – Equipment Operator III**

**Environmental Adaptability:**

Work is performed outdoors utilizing heavy equipment and various materials. Work requires the exposure to heat, cold, odors, toxic agents, chemicals, noise, smoke, vibrations, wetness, humidity, dusts, machinery, and electrical currents. Heat stroke, hypothermia, hearing damage, serious injury, burns, and allergic reactions reflect most common potential for injury if proper safety precautions are not followed.

Works in a safe, responsible manner to not intentionally or unintentionally injure oneself, or endanger the wellbeing of others. Road work involves other drivers and pedestrians. The duties of this position are performed in situations where there are regular conditions and negative factors from the environment, including working with difficult and potentially dangerous drivers and public.

**Environmental Adaptability:**

Requires the ability to interact with people and receive general instructions.

Work is performed outdoors utilizing heavy equipment and various materials. Work requires the exposure to heat, cold, odors, toxic agents, chemicals, noise, smoke, vibrations, wetness, humidity, dusts, machinery, and electrical currents. Heat stroke, hypothermia, hearing damage, serious injury, burns, and allergic reactions reflect most common potential for injury if proper safety precautions are not followed.

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Signature

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Supervisor's Signature

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Date

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Date

Sargent 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.