

POSITION SPECIFICATIONS

POSITION TITLE: ROAD DEPARTMENT GENERAL OPERATOR
SECTION: ROAD
REPORTS TO: ROAD SUPERINTENDENT
CLASSIFICATION: CLASSIFIED
WAGE LEVEL: TO BE DETERMINED
DATE JOB ANALYSIS REVIEWED: DECEMBER 2014
DATE JOB ANALYSIS COMPLETED: DECEMBER 31, 2014

***NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED certification preferred
2. One to two years' experience in equipment operation preferred
3. Ability to understand and communicate in English
4. Possess Commercials Driver's License (CDL)
5. Ability to perform the essential duties as listed below
6. Ability to work in the work conditions described below
7. Ability to work with the equipment, tools and materials listed below

ESSENTIAL DUTIES

(Please initial each item to indicate whether you are or are not capable of performing that duty.)

	YES	NO
1. Operates a variety of equipment including the following: grader, front-end loader, dozer, dump truck, tank truck, pick-up truck, service truck, transport, tandem truck, tractor, roller and arc welder. operates snow plow when weather conditions warrant.	_____	_____
2. Repairs, constructs, scrapes, cleans, and fills a wide range of county-owned hard surface and dirt roads, and ditches.	_____	_____

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|--|-------|-------|
| 3. Removes snow from county-owned roads when warranted by weather conditions. | _____ | _____ |
| 4. Digs, grades, and places conduit at various property entrances, or under roads to prevent or relieve flooding and wash-outs. | _____ | _____ |
| 5. Mows weeds and picks up trash when indicated | _____ | _____ |
| 6. Loads and hauls gravel and other road materials to and from county owned roads. | _____ | _____ |
| 7. Builds and installs cattleguards | _____ | _____ |
| 8. Uses tank truck to wet down dusty or hard road surfaces. | _____ | _____ |
| 9. Patches road surfaces when indicated. | _____ | _____ |
| 10. Maintains and services equipment on a daily basis. | _____ | _____ |
| 11. When use of power equipment is not feasible to perform the above Listed essential duties, utilizes the following and other hand operated Tools: shovel, rake, axe, pick, pitchfork, chain saw, digging bars, hand Held weed trimmer, sledgehammer, hand tools (e.g., hammer, screwdriver, wrenches), tamper, jackhammer, auger, brooms, and cutting torch. | _____ | _____ |
| 12. Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned. | _____ | _____ |

Other Requirements

YES NO

- | | | |
|--|-------|-------|
| 1. Employee must complete new hire physical and drug test. | _____ | _____ |
| 2. Employee must comply with the safety guidelines of the County | _____ | _____ |

FUNCTION ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

Mental Functions

YES

NO

1. Must be able to ask questions of foreman, listen to and follow Verbal directions in English. Must be able to read and understand Written directions in English.

2. Must be knowledgeable of all traffic laws and regulations.

3. Must be able to communicate verbally with co-workers.

4. Must be able to read accurately all gauges on equipment and make correct judgments in operation of equipment.

5. Must be able to accurately estimate distances in order to maintain safety while operating equipment.

Physical Functions

YES

NO

1. Ability to lift up to 100 lbs. for one-third of work day from ground to waist level. Ability to lift up to thirty (30) frequently to constantly (from one-third up to entire work day), from ground to shoulder level.

2. Ability to sit up to four (4) hours at one time, and up to seven and one-half (7.5) hours total per day.

3. Ability to stand and/or walk up to four hours at one time, and up to eight hours total per day.

4. Ability to climb in and out of equipment cabs at least six times daily at estimated height of six (6) to seven (7) feet.

5. Ability to crouch, kneel, and remain in a prone position for up to thirty (30) minutes at one time, and up to one-third of work day.

6. Ability to bend at waist and twist/rotate waist if necessary for up to one-third of work day. _____

7. Ability to work with arms extended and bent for up to four hours at one time, and seven and one-half hours total per day. _____

8. Ability to push/pull arms with a force of up to five pounds for up to four hours at one time, and seven and one-half hours total per day. Ability to push/pull arms with a force of up to seventy pounds while performing labor work. _____

9. Ability to use hands and wrists to screw/unscrew oil caps and filters as part of maintenance routine. _____

10. Ability to maintain balance while climbing in and out of equipment cabs. _____

11. Ability to push with legs up to forty pounds of force to operate foot controls for up to four hours at one time, and seven and one-half hours total per day. Ability to twist/rotate legs in operating foot controls. _____

12. Ability to use hands and fingers to grasp/manipulate levers and Steering wheel in a bilaterally coordinated manner. _____

13. Ability to coordinate use of hands and eyes in operation of equipment. _____

Working Conditions YES NO

1. Performs work both indoors and outdoors. Most cabs are enclosed, and may or may not have heating and air conditioning units. _____

2. Temperature depends on weather conditions. _____

3. Worker is exposed to intermittent noise and vibration factors _____

4. Worker is exposed to exhaust fumes, dust, and mists. _____

5. Work is conducted primarily during daylight hours. _____

6. Work is performed on even or uneven terrain, while both operating Equipment and performing general labor work. Surface may be wet or Dry, on hard surfaces or dirt roads. Grease or oil may be found on working surfaces. Work may be performed on inclines. _____

7. Work hazards include gas/electrical lines, and exposure of skin to gasses and fumes. _____

8. Worker primarily performs duties with one or two other workers _____

Equipment, Tools and Materials

1. See equipment and hand-operated tools noted in essential duties section. _____

2. Petroleum products, grader blades, tire chains, construction signs, Paint, water, weeds, salt, sand, canvas. _____

3. Head protection, hearing protection, reflecting vest, gloves, steel-toed boots, cones and flags are used as safety aids, as may be required. _____

Employee Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____