

Kingsbury County, South Dakota

Job Title: Highway Operator

Reports To: Highway Superintendent

FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the Highway Superintendent, the Highway Operator is responsible for semi-skilled construction, maintenance, and repair work on County roads, related facilities and equipment. The work requires considerable skill in manipulating medium to heavy equipment and constant attention to safety of operation to prevent accidents. Assignments are outlined in detail by supervisors. Standard procedures are followed and the work is inspected periodically for safety and economy in operation. All supervision is received from the Highway Superintendent, or Highway Foreman, and work is reviewed through the proper functioning and performance of equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Operate equipment of small to medium capacity such as skid loader, backhoe, self-propelled broom, rubber tiered roller, small to medium tractor, lawn mower, chain saw, concrete saw, plate packer, and pull-type rollers in performing highway repair and patch work.
- Operate on a regular basis one or more of the following pieces of heavy construction equipment skillfully, safely, and in accordance with traffic laws and regulations: heavy graders, motor graders or blades, low boy truck tractors, front end loaders (four cubic yards and over), heavy steel wheeled rollers, and other light weight, medium weight, and heavy-duty equipment.
- Load equipment to be transported.
- Perform routine service and minor repairs to include maintenance all light duty equipment, such as change oils and associated filters. include maintenance, tire repair, etc.
- Maintain equipment in proper operating condition by performing simple preventive maintenance tasks. Inspect equipment prior to use to ensure that it is in proper operating condition. Cleans equipment using appropriate materials.
- Instruct and train other Highway department staff as needed.
- Operate power driven machinery, such as plate packer, road saw, jackhammer or other

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similarly sized equipment.

- Communicate any unsafe conditions or accidents/injuries in a timely manner to the Supervisor in order to facilitate prompt correction or reporting.
- Prepare and keep records related to work order requests, labor expenditures, job status, estimates, and proposed or completed projects.

SECONDARY DUTIES:

- Attend training, seminars, workshops and meetings as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other duties and functions as deemed necessary, or as assigned by Highway Superintendent.

MINIMUM QUALIFICATIONS and SKILLS:

- High School Diploma or G.E.D. Certification.
- Must possess a valid South Dakota Class A Driver's License, or Class B if Superintendent approves.
- Two years' experience in the operation of all types of heavy automotive or related equipment used in construction and maintenance, or any such combination of education, experience and training may be acceptable to the hiring authority.
- Knowledge of trailers and safety tie downs.
- Basic knowledge of procedures, techniques, and standards applicable to highway and roadway maintenance and construction.
- Be proficient in the use of a variety of shop tools.
- Must be able to work without direct supervision.
- Ability to work well with others and get along with the general public

EXAMINATION, TESTING, AND CERTIFICATION

- Successful competition in written and/or oral interviews.
- Must successfully pass post-offer Drug and/or Alcohol testing and random DOT Drug and/or Alcohol testing as requested.
- Complete all state required training/exams/certifications.
- Other such examination as deemed appropriate and necessary by the County.

PHYSICAL DEMANDS

The physical demands 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.

- While performing the duties of this job, the employee is regularly required to communicate.
- The employee frequently is required to sit and use hands to finger, handle, or feel.
- The employee is occasionally required to push, pull, lift, stand, walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; or smell.
- The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100+ pounds with assistance.
- Ability to work during emergencies. Ability to work as needed and to be available for on-call shifts.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is frequently exposed to outside weather conditions and/or hazardous chemicals.
- The employee is occasionally exposed to moving mechanical parts, fumes or airborne articles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate but may be occasionally loud.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. The current Agreement between AFSCME Local 169 and Kingsbury County is applicable to this position.

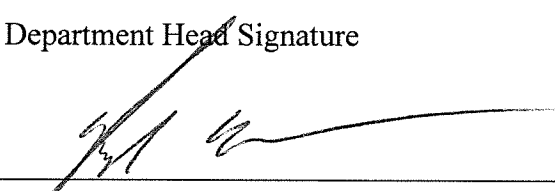
I have received, reviewed and fully understand the Job Description for the Highway Operator. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed


Commissioner in Charge

3-4-2025
Date Signed