

POSITION DESCRIPTION

Class Title: Maintenance Operator II
Department: Secondary Roads Department
Bargaining Unit: Yes
Date: July 1, 2015

Location: Any Shops

GENERAL PURPOSE:

Under the general direction of an Area Road Foreman, operates county trucks and other equipment as part of highway construction and maintenance programs.

SUPERVISION RECEIVED:

Works under the guidance and direction of an Area Road Foreman or designated employee.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs skillfully in the many functions involving truck and equipment operations and the routine maintenance of trucks and equipment.

- Hauling gravel and dirt.
- Hauling chunk material such as field rock, broken concrete, brush, and logs.
- Dumping and/or spreading various materials as required.
- Knowing and practicing the many precautionary and safety steps that avert damage to equipment, property, and personnel.
- Proficiency in ice and snow control measures.

Is capable of performing all routine maintenance functions on the item of equipment he regularly operates and provides responsible assistance on repairs.

Operates and maintains the materials handling equipment owned by County.

- Backhoe
- Pay Loader
- Tractor/Mowing Tractor
- Bucket Truck
- Other equipment as required to complete tasks.

Operates, maintains, and repairs minor equipment, including but not limited to:

- Chain Saws

- Pumps
- Concrete Saws
- Pneumatic Tools
- Compressors

Is in training for and on occasion will be required to operate the equipment usually assigned to a Maintenance Operator III.

Works at a wide variety of road-related assignments and duties, including but not limited to:

- Bridge removal, construction, repair
- Concrete pavement patching
- Asphalt pavement repairs
- Fence removal/replacement
- Culvert removal/replacement
- Painting building/bridges
- Placing of snow fence and removal
- Construction signing
- Tile and inlet installation and repair
- Roller, disc operation
- Submits material and labor records
- Snow removal and ice control

Other duties as assigned

Will be required to perform skilled and unskilled labor required in the repair, replacement and maintenance of roadway structures, culverts, bridges, weirs, traffic control devices as required by an Area Road Foreman or designated employees.

PERIPHERAL DUTIES

Serves as a member of various employee committees.

Serves as a member of survey crew or flagging as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. High School Diploma or GED.
- B. Experience in the operation of heavy and light construction equipment.
- C. Possession of a Class B CDL with Air Brake Endorsement required.

Necessary Knowledge, Skills and Abilities:

- A. Ability to obtain a Class A CDL with Air Brake Endorsement within six (6) months of employment.
- B. Ability to work with diesel fuel, gasoline, oil, transmission fluids, antifreeze and other equipment fluids.

SPECIAL REQUIREMENTS:

- A. Must be physically capable of moving about on construction work sites.

TOOLS AND EQUIPMENT USED:

Heavy construction equipment, a variety of power and non-powered hand tools
phone, mobile radio.

PHYSICAL EXPECTATIONS:

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.

Work is performed equally in an office setting as well as outdoor work in the inspection of various construction sites or Secondary Roads Department facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

Ability to lift a minimum of 100 pounds, stoop, bend, walk at least ½ mile, climb and perform other physical activities involved in normal maintenance operations. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 may be required to work in inclement weather temperatures, -50° to 120°. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to high.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests and pre-employment physicals may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPLIANCE:

Compliance with the employee handbook, county policies, department work rules, and supervisor directives, is required; and abide by any applicable terms of the collective bargaining agreement.

Monona 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 both prospective and current employees to discuss potential accommodations with the employer. Please refer to the employee handbook and union contract for additional information.

Approval: 
County Engineer

Approval: 
Chairman, Board of Supervisors

Effective Date: 7/1/15

Revision History: _____