

CHEYENNE COUNTY

POSITION TITLE: Road & Bridge Equipment Operator

RESPONSIBLE TO: District Foreman and District County Commissioner

SUMMARY OF POSITION:

Under general supervision of the district foreman. Operate a variety of heavy and light equipment to perform construction and maintenance of the County roads and bridges. Operate with considerable independence requiring sound judgment and initiative. Position is subject to involuntary overtime and/or compensation time in addition to the normal 40-hour work week for events and snow removal or emergency situations. The duties listed below represent this position, but do not necessarily include all duties that an individual in this position may be properly called upon to perform.

ESSENTIAL FUNCTIONS:

- Insure safety, proper repair and maintenance of County roads and bridges using the equipment provided
- Maintain time, mileage, material and other records as required
- Perform manual labor and other tasks as required
- Understand road maintenance and construction procedures
- Perform a variety of mechanical work on equipment
- Perform job duties according to established safety practices; keep work area free from hazards
- Ability to operate heavy equipment such as loader, motor grader, dump truck, pick up, etc. to complete tasks
- Subject to the policy determination of the Board of County Commissioners
- Drive vehicle to perform one or more essential functions
- Courteous and effective working relationships with Board of County Commissioners, coworkers, County offices, vendors, contractors and general public
- Answer phones and provide information
- Assist with putting out prairie fires with county equipment when called upon
- Attend trainings and/or meetings when necessary

OTHER RESPONSIBILITIES:

Perform other job-related duties as required.

QUALIFICATIONS, EDUCATION, TRAINING AND EXPERIENCE LEVEL:

One year of related experience preferred; or a combination of education, training and experience which provides the knowledge, skills and abilities to perform the functions required for the job. Must pass pre-employment drug screening and will be placed on random drug and alcohol testing.

LICENSES AND CERTIFICATIONS:

- Valid Commercial Driver's License required (or ability to obtain one)
- First Aid and CPR Certification (or ability to become certified)

TECHNICAL SKILLS:

- Availability for emergency call-in
- Willing and able to follow directions and adhere to policy
- Ability to work with co-workers and the public
- Knowledge of materials, chemicals, tools and equipment used

- Knowledge of safe work practices and hazards
- Professionalism in the course of performing job duties
- Ability to read and interpret documents
- Good communication skills, both oral and written
- Ability to follow verbal and written instructions
- Basic principles, techniques and practices of vehicle and equipment repair and maintenance
- Knowledge of heavy equipment
- Ability to work without close supervision at all times

WORKING ENVIRONMENT AND MENTAL/PHYSICAL REQUIREMENTS:

Must be able to frequently stoop, bend, stretch, twist, reach, kneel, squat and balance. Some work is performed indoors with exposure to fumes or airborne particles. Some work is performed outside where employee is subject to changing weather conditions. The working conditions are typically moderately quiet other than when operating equipment or tools. There is exposure to loud noise and vibration due to equipment. Ability to frequently lift boxes, equipment and supplies weighing up to 50+ pounds. There are some group trainings and/or meetings, mostly indoor.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts Cheyenne County’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County’s current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

I, _____ have read the above job description for the Cheyenne County Road & Bridge Equipment Operator position. To the best of my knowledge, I am able to perform all duties of the job as described.

Employee

Date

District Commissioner

Date