

Bonner County Job Description



Title: Equipment Operator Apprentice

Department: Road & Bridge

Supervisor: Foreman

Supervision Exercised: None

Job Description Original: 10_1_2018

Posting Title	EQUIPMENT OPERATOR APPRENTICE
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General Summary	<p>Summary: Performs a variety of skilled tasks involving the operation of light to heavy duty vehicles and heavy construction equipment. Repairs, maintains, and constructs county roads and bridges and other related tasks as assigned under the direction of the County. Maintains and repairs roads including plowing snow, sanding roads, patching, etc. to ensure safe transportation by all.</p> <p>Other Information: Work is recurring with occasional variances from the norm, requiring a moderate degree of complexity in the operation of light to heavy equipment. Incumbent generally operates from established well-known procedures with the ability to solve practical problems using a variety of instructions. Requires the ability to apply standards of road maintenance to various situations and to take action within the parameters of the job. Incumbent works under general direction with regular supervision. Impact of this position is typically limited to the assigned project where most mistakes will be controlled and corrected, with some impact to road users and little potential for high impact to the organization. Communicates regularly with others inside the organization and occasionally with members of the public or others outside of the organization. Work is typically performed in an outdoor setting with regular exposure to inclement weather conditions, safety concerns related to unsafe driving conditions, and other uncomfortable conditions. Work generally involves low stress due to the work performed, but may have intermittent periods of high stress brought on by working long hours on continuous days. Typically requires travel that takes place primarily within the County limits.</p>
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Essential Functions	<p>The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none"> 1. Operates a variety of road maintenance equipment that includes the use of light, medium and heavy equipment including, but not limited to, one ton pickup trucks, front-end loaders, forklifts, compressors, mowers and all other equipment used in the building and maintenance of County roads. Also uses a variety of hand tools as needed within the parameters of road and bridge building, maintenance and repair. 2. Assists in the building, repair, and re-habilitation of new and substandard roads. Includes culvert installation, road shaping, hauling materials, etc.
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3. Performs preventive maintenance work on equipment and vehicles, including oil changes, filters, fan belts, greasing, grader bits, tire changes, etc. as needed to minimize downtime of equipment and employees. Replaces parts as necessary.
4. Performs regular road repair and maintenance through asphalt patching and sealing. Uses a variety of small and large equipment to make such repairs.
5. Performs road maintenance duties by removing litter, stones, trees, dirt from slides, and other debris from roadways, bridges and other areas. Cleans shoulders, ditches and other areas that impact the quality of the roadways.
6. Installs and maintains ditches and drainage culverts, guardrails and fences, roadway signs, delineators, traffic control devices and other items and equipment that enhance the safety of County highways and drivers.
7. Performs winter road maintenance and snow removal through plowing, sanding and other activities to ensure that roads remain passable. Subject to recall 24-hours, 7-days a week to respond to dangerous road conditions.
8. Maintains constant awareness of flood control and makes corrections to roads and other elements as needed to prevent and/or manage flooding.
9. Installs, repairs and replaces appropriate signage as needed or directed.
10. Maintain vegetation control by cutting, mowing and pruning, etc. using a variety of equipment, mechanized hand tools and power saws.
11. Responsible for accuracy of job work card reporting.
12. Identifies major problems with equipment in writing to the maintenance mechanic. Ensures effective communication with the mechanic for greater effectiveness in equipment maintenance and repair.
13. Ensures that proper safety precautions, including signage, are maintained for the duration of the job.
14. Responsible for the safe operation and cleanliness of the equipment to which incumbent is assigned. Assists in the maintenance of shop cleanliness and organization.

Secondary Functions	<ol style="list-style-type: none">1. May perform flagging duties in the absence of flaggers.2. May perform general labor as needed for the completion of assigned projects.3. May be required to assist the maintenance mechanic during major equipment repairs.4. Performs all other duties as assigned.
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Specifications	<ol style="list-style-type: none">1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.2. One year of related experience in the use of light to heavy equipment required.3. Must possess and maintain within six months of hire date a Class-A commercial drivers license with endorsements of doubles, triples and tankers.4. Requires periodic first aid training and certification after hire.5. Ability to identify and skillfully use a variety of hand tools and mechanized light to heavy equipment used for road/bridge maintenance and repair operations.6. Ability to operate a variety of motor vehicles and construction equipment used for road maintenance, repair and construction including, but not limited to, one ton pickup trucks, dump trucks, one ton sand trucks, front-end loaders, tractors, mowers, etc.7. Ability to read and use a variety of maps.8. Ability to carry out instructions in written, oral, or diagram form.9. Must maintain a personal or home phone in working order for the duration of employment.10. Ability to read and comprehend regular instructions as well as safety rules, maintenance instructions, regular correspondence, etc.11. Ability to communicate effectively, both orally and in writing.12. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
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Working Conditions	Ability to perform those physical activities necessary to complete the essential functions of the job with the available resources, either with or without reasonable accommodation. Requires regular exposure to inclement conditions and temperature as incumbent performs job in an outdoor setting for much of the time. Other time is spent in a shop setting, thereby exposing employee to related mechanical hazards. Work involves regular exposure to vibration, oils and other fluids, extreme heat and cold, and other hazards including exposure to mechanical parts, electrical current, excessive noise, etc. Requires regular communication with others (hearing and talking, both in person and over the telephone); regular pulling and lifting in excess of 50 pounds; frequent fingering, grasping, walking, and repetitive motions. Frequent climbing, reaching, feeling, standing, and all other physical actions needed to perform the essential functions of the job. Requires good general vision.
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Disclaimer	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.
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I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____