

EMPLOYMENT OPENING

Equipment Operator/Laborer

The Adair County Secondary Roads Department is accepting applications for Equipment Operator/Laborer. This position requires a High School diploma or GED. Possess and maintain valid driver's license with Class A CDL.

Responsibilities include: Operates a variety of medium and heavy-duty motorized equipment, machinery, tandem and semi-trucks to construct, maintain, and repair the county's secondary road and bridge infrastructure. Supervised by and works under direction of Road Superintendent and/or Crew Leader. The type of work completed will change depending upon weather, season, or other circumstances. Represents the Department and County in a professional manner.

Successful candidates will pass a physical, background check and drug screen prior to employment. Minimum starting pay is flexible based on prior experience and skills. Adair County offers an excellent benefit package including health, vision, dental and life insurance, IPERS and paid time off.

Application and job description are available at the Adair County Engineer's Office, 602 SW 2nd Street and at the county website www.adaircountyiowa.org. The job description is also included below. Applications will be accepted until the position is filled. Adair County is an Equal Opportunity Employer.

EQUIPMENT OPERATOR/LABORER

GENERAL SUMMARY:

Under supervision, performs semi-skilled, skilled, and manual labor. Operates a variety of medium and heavy-duty motorized equipment, machinery, tandem and semi-trucks to construct, maintain, and repair the county's secondary road and bridge infrastructure. Supervised by and works under direction of Road Superintendent and/or Crew Leader. The type of work completed will change depending upon weather, season, or other circumstances. Represents the Department and County in a professional manner.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

1. Seek direction from Road Superintendent and/or Crew Leader on assignment of daily tasks, and report to the Road Superintendent and/or Crew Leader responsible for the work being accomplished.
2. Operate front end loader to load various materials. Operates medium and light equipment such as single axle dump truck. Hauls materials and operates control to tilt box and dump the load.
3. Operate heavy equipment assigned to the county garage and storage area such as bulldozers, backhoes, end loaders, motor graders, or trucks. Perform proper rigging for heavy equipment transportation.
4. Ability to establish and maintain effective working relationships with co-workers.
5. Operate dozer, heavy tandem truck, or truck/sander to accomplish specific assignments such as lay culverts, grading, clearing, road and entrance repair, bridge repairs.
6. Operate motor grader to spread road surface materials such as road rock to maintain the road surface at grade specifications. Adjust controls to regulate angle and height of blade.
7. Operate truck, sander, and motor grader and remove snow from roads. Adjust controls to regulate angle and height of snowplow, wing plow, v-plow, or other blades. Mounts and dismounts plow, blades, and sanders as directed.
8. Operate power equipment and use hand tools to cut brush and clean out culverts. Operate tractor and mower to mow roadsides. Operate tractor and disc to cut shoulders.
9. Perform required manual labor tasks and operate hand tools as crew member involved in road, bridge, or culvert maintenance, repair, and construction projects such as dig and tamp holes, place/replace signs, erect and remove barricades, patch pavements, painting, flagging, and other associated work.
10. Maintain equipment records as directed. Report equipment needs as directed. Maintain equipment safety records for equipment, such as fire extinguishers, as directed. Service trucks and equipment as directed by the Road Superintendent and/or Mechanic. Maintain oil levels and follow manufacturer recommendations for greasing and/or lubricating all wear points.
11. Identify road, bridge, and culvert hazards in the field. Place warning marker at the hazard and notify Road Superintendent and/or Engineer.

12. Ability to clock in and out via electronic time clock or timesheets.
13. Perform routine maintenance on equipment. Perform mechanic work as directed by Road Superintendent, Mechanic and/or Engineer. Maintain shop, storage sheds, and outbuildings.
14. Perform other work as required or directed by Crew Leader, Road Superintendent, and/or County Engineer.
15. Regular and punctual attendance is an essential duty.

ENTRY QUALIFICATIONS:

Completion of a High School diploma or GED. Possess and maintain valid driver's license. Valid Class A CDL required for employees hired after February 6, 2017, or ability to obtain such license within six months. Valid Class A or B CDL required for other employees. Knowledge of the methods, techniques, and practices of road construction, maintenance, and repair as well as related equipment.

PHYSICAL REQUIREMENTS:

Operate equipment, such as listed above, requiring manual dexterity and resulting in fatigue. Working with tools of varying sizes. Some climbing, stooping, squatting, twisting, pushing, pulling, carrying, and other movements with or without weights up to 100 pounds. Must have good vision.

MENTAL DEMANDS:

Close visual attention required in operating equipment. Applies various methods and procedures to safely and effectively work on assignments. Concentration especially important during adverse weather conditions such as rain or snow. Aware of the traveling public during operations. Ability to establish effective working relationships with coworkers, management, other public officials, and the public. Ability to communicate effectively and clearly with employees and the public. Ability to follow directions and instructions. Ability to read a map to determine locations. Ability to tolerate occasional verbal complaints from citizens.

WORK ENVIRONMENT:

Works outdoors as well as in the shop. Shop and outdoor work environment may involve exposure to extreme temperatures, adverse weather conditions, moving/operating machinery, noise, dust, vibrations and fumes. Works extended hours when work load demands.

GENERAL PRINCIPLES:

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. Compliance with employment documents such as the latest revision of the Employee Handbook is required.
5. The County reserves the right to change or reassign job duties or combine positions at any time.