

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Equipment Operator I
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. – 3:30 p.m., M-F
JOB CATEGORY: LTC III (Labor, Trades and Crafts)

DATE WRITTEN: March 2006
DATE REVISED: August 2010

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Equipment Operator I for the LaPorte County Highway Department, responsible for a variety of labor tasks.

DUTIES:

Operates various hand and/or power tools, such as hammer, screw drivers, wrenches, drills, power saws, air nozzle, air compressor, deburring/deflashing tools, mop, broom, shovels, rakes, pitch forks, files, driver, ratchet, and steam cleaner.

Operates various machinery/equipment including gradall, payloader, travel loader, mower, road grader, backhoe, matrim, steam rollers, grinder, fork lift, pressure washer, drill press, cutting torch, welding equipment, tractor trailer, and related attachments in effecting the general maintenance, repair, and safety of County roads and right-of-ways.

Periodically assists with supervising crew in absence of foreman, occasionally operates specialized equipment and performs minor welding repairs.

Regularly checks and maintains heavy equipment to ensure proper fluid levels and mechanical functions including checking tires, lights, and changing oil.

Patches, chips, and seals roads, digs ditches, scrapes, grades, and maintains road berms and shoulders.

Loads and dumps crushed stone, sand, and salt from trucks, and removes snow from County roads using appropriate equipment.

Builds tubes for water under road ways.

Removes debris from County areas using appropriate equipment as assigned.

Performs duties of Heavy Equipment Operator II and/or Laborer as needed.

Serves on 24-hour call and responds to emergencies from off-duty status.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all hiring requirements, including passage of a medical exam and a drug test.

Practical knowledge of the standard practices and procedures involved in road maintenance and construction.

Working knowledge of safety procedures for working in or around vehicles and heavy equipment, and/or working around traffic.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, such as hammer, screw drivers, wrenches, drills, power saws, air nozzle, air compressor, deburring/deflashing tools, mop, broom, shovels, rakes, pitch forks, files, driver, ratchet, and steam cleaner.

Ability to safely operate, protect, and maintain a variety of machinery/equipment, such as gradall, payloader, travel loader, mower, road grader, backhoe, matrim, steam rollers, grinder, fork lift, pressure washer, drill press, cutting torch, welding equipment, tractor trailer, and related attachments in effecting the general maintenance, repair, and safety of County roads and right-of-ways.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, State Highway Department, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work both alone with minimum supervision and with others in a team environment.

Ability to follow verbal and/or written instructions.

Ability to occasionally work extended hours, weekends, and evenings.

Ability to serve on 24-hour call and respond to emergencies from off-duty status.

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana driver's license, Class B Commercial Driver's License (CDL) required, Class A preferred and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent is directly responsible for the safe and effective operation of a wide variety of vehicles and equipment under moderate supervision of Foreman and department supervisors. Specialized instructions and clarifications are given by supervisors in regard to unusual or difficult assignments, and majority of work is reviewed in process and upon completion to ensure proper work sequences and adherence to instructions, and periodically must make independent decisions in supervision of others.

Incumbent reports directly to the Foreman.

III. PHYSICAL EFFORT:

Incumbent performs duties requiring continuous physical exertion, such as lifting/carrying objects weighing over 50 pounds, walking on uneven terrain, pushing/pulling of equipment and tools, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is required to sit and walk at will, remain standing and working for long periods of time, and may be exposed to jolting, bumping, and vibrations of equipment.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties out of doors in various weather conditions, and is exposed to inclement weather, vibration, machinery noise, dust, dirt, and equipment fumes.

Incumbent may occasionally be required to work extended hours, weekends, and evenings. Incumbent is occasionally required to serve on 24-hour call and respond to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Equipment Operator I for the LaPorte County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name