

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Heavy Equipment Operator Trainee**

---

**Exempt (Y/N):** No

**DATE PREPARED:** October 2011

**DEPARTMENT:** Road Department

**SUPERVISOR:** Road Superintendent

---

**SUMMARY:**

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily operates heavy equipment in the construction, improvement, and maintenance of county roads. Also, operates road department equipment except trucks. The incumbent is responsible for the installation and maintenance of 911 emergency signs, safety signs, and road department signs. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications and dispatch, and maintain the physical condition of the shop building. The incumbent is responsible for the maintenance of assigned tools and equipment. The incumbent is responsible for machinery valued at \$3500 up to \$225,000 and sign material/inventory valued at \$100,000.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Dozer operation to build roads, cut ditches, clear right-of-way, stockpile gravel, and dig ponds.
2. Loader operation for loading trucks and stocking gravel at the crusher.
3. Scraper operation to move dirt and clean up roads.
4. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
5. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
6. Grader operation to grade county roads or plow snow or ice. Operate forklifts and backhoe loaders.
7. Repair truck flats on large trucks to allow them to proceed to field operations promptly and efficiently.
8. Make, install and maintain road number or name signs, advisory, warning, information signs, and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.

9. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
10. Ensure that all signposts are properly installed and placed to minimize upkeep and safety concerns, while obtaining highest visibility.
11. Document and update sign installation information for computer entry and accurate record keeping.
12. Maintain accurate and up-to-date inventory of parts, fuel, hoses, and other supplies that are stocked as basic requirements.
13. Obtain parts and supplies in the most accurate and cost effective manner.
14. Perform physical maintenance of the shop building to include basic carpentry, electrical wiring, plumbing and other repairs, as needed. Ensure that the shop is maintained in a safe and productive condition.
15. Perform non-technical mechanical repairs such as brakes, front-end, springs, sparkplugs, hydraulic systems, and other non-skilled mechanical tasks. Ensure that mechanical repair requests are prioritized according to the number of workers being hindered.
16. Assist with record keeping on parts and equipment. Make safety inspections and maintain fire extinguisher. Ensure that telephone and radio messages are recorded accurately and that the information is acted upon timely and correctly.
17. Make repair-scheduling decisions in the absence of the Shop Foreman.
18. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
19. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
20. Operate a pavement breaker to cut off a bridge deck.
21. Repair all flat tires on county owned trucks, graders, and equipment.
22. Make road service calls and ensure proper repair.
23. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor or Road Superintendent.
24. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.

25. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
26. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
27. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
28. Regular attendance is mandatory for this position.
29. Drive a distribution truck for asphalt paving, spread asphalt and set up base gravel.
30. Dump truck operation to haul gravel and operate the snowplow in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
31. Moving truck operation for the transport of heavy equipment.
32. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED) preferred; must possess knowledge of heavy equipment operations.

**OTHER SKILLS and ABILITIES:**

The incumbent is required to use a calculator, two-way radio and occasionally a computer. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

**PHYSICAL DEMANDS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime concern in all aspects of this position.

The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**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.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal. The noise level in the work environment is usually loud.