

QUESTIONS PLEASE CALL ROAD SUPERINTENDENT KEITH BOWER 388-4361

BENEFITS
WASHAKIE COUNTY

BEGINNING WAGE: DEPENDENT UPON QUALIFICATIONS

EMPLOYEE IS PAID THE LAST WORKING DAY OF EACH MONTH

VACATION SCHEDULE
AFTER ONE YEAR OF EMPLOYMENT

0 TO 24 MONTHS 3.34 HOURS PER MONTH – 5 DAYS

24 TO 120 MONTHS 6.67 HOURS PER MONTH – 10 DAYS

120 MONTHS TO 180 MONTHS 10.00 PER HOURS PER MONTH 15 DAYS

180 MONTHS TO RETIREMENT 13.34 HOURS PER MONTH 20 DAYS

AFTER ONE YEAR EMPLOYMENT

120 HOURS OF SICK LEAVE GRANTED AND EMPLOYEE CAN ACCUMULATE
UPTO 240 HOURS

WASHAKIE COUNTY DOES HAVE A SICK LEAVE DONATION POLICY THAT
EMPLOYEES CAN DONATE TO OTHER EMPLOYEES IN NEED

PAID HOLIDAYS: NEW YEARS DAY, PRESIDENTS DAY, GOOD FRIDAY,
MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY,
VETERAN'S DAY, THANKSGIVING (2 DAYS) CHRISTMAS (SOME TIMES 2 DAYS)
NEW YEARS DAY

INSURANCE BENEFITS

HEALTH INSURANCE –MEDICAL, DENTAL AND VISION. PORTION OF PREMIUM
PAID BY EMPLOYEE DEPENDING ON PLAN THAT IS CHOSEN BY EMPLOYEE.

HEALTH REIMBURSEMENT ACCOUNT (HRA) PAID BY COUNTY IF YOU
PARTICIPAE IN THE COUNTY WELLNESS PROGRAM.

WYOMING RETIREMENT BENEFIT

SHORT TERM AND LONG TERM DISABILITY – PAID BY WASHAKIE COUNTY

LIFE INSURANCE POLICY - \$ 35,000.00 – PAID BY WASHAKIE COUNTY

457 PLAN AVAILABLE – COUNTY DOES NOT CONTRIBUTE

**POSITION DESCRIPTION
HEAVY EQUIPMENT
OPERATOR**

OVERALL FUNCTIONS

Operates a variety of heavy construction grade equipment and trucks utilized in the construction, maintenance and repair of county roads and bridges. Performs additional various semi-skilled tasks in the maintenance of county roads, bridges, traffic control signs and storm drainage system.

NATURE AND SCOPE OF JOB

A multi-incumbent position reporting to the Superintendent. One of four heavy equipment operators for the county.

SPECIFIC RESPONSIBILITIES AND DUTIES

1. EQUIPMENT OPERATOR (GENERAL)
 - a. Performs all of the responsibilities or tasks assigned by the Superintendent.
 - b. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various materials. Equipment and supplies.
 - c. Operates small equipment and tools in daily maintenance functions.
2. ROAD MAINTENANCE
 - a. Smooths gravel roads using grader as needed.
 - b. Gravel roads
 - a. Loads, hauls and unloads gravel
 - b. Uses the blade to smooth the gravel
 - c. Compacts gravel, spraying magnesium chloride
 - c. Sprays gravel roads with water or to keep dust at a minimum.
 - d. Patches holes on black-top roads with cold mix or asphalt.
 - e. Plows snow during the winter months.
 - f. Salts and sands roads where necessary.
 - g. Mows grass along the road.
 - h. Cleans cattle guards and ditches.
 - i. Coordinates and assists Co. maintenance supervisor when needed.
3. OTHER

- a. Surveys ditch lines and cuts and fills in the road where necessary.
 - b. Re-aligns, builds and fills roads when necessary.
 - c. Builds cattle guards, culverts and bridges.
 - d. Puts in cattle guards and culverts.
 - e. Digs post holes and puts up fences.
 - f. Re-builds road where washouts have occurred.
 - g. Maintains and/or installs temporary and permanent traffic control signs.
 - h. Performs various welding tasks in various positions.
4. MAINTENANCE OF EQUIPMENT
- a. Regularly cleans, lubricates and changes the oil on the equipment.
 - b. Fill equipment with fuel as needed.
 - c. Performs routine inspection and preventative maintenance on equipment.
 - d. Performs major mechanical overhauls.
 - e. Fixes any minor problems that may occur.
 - f. Informs Superintendent of needed repairs.
5. SAFETY
- a. Operates all equipment in a safe and prudent manner.
 - b. Maintains awareness of other vehicles, people and other safety hazards near work sites.
 - c. Controls traffic at work sites by flagging or posting signs to guide traffic through work areas in a safe manner.
 - d. Follows internal and external safety operating procedures as established by Superintendent.
 - e. Reports any accidents or injuries immediately to the Superintendent.
 - f. Strives to maintain an accident free work place.
6. PUBLIC RELATIONS
- a. Greets the public in a friendly, helpful manner.
 - b. Answers questions regarding the County Road and Bridge Department or refers questions to appropriate personnel.
 - c. Maintains professionalism by exercising tact, diplomacy and good judgment when dealing with the public or other county staff.
 - d. Attends public meetings.
7. BACK UP DUTIES
- a. Backs-up other Heavy Equipment Operators as needed.
 - b. Backs-up the Superintendent when necessary.
 - c. Assists other county departments when necessary

****NOTE:** *Only minimum duties are listed. Other responsibilities may be required as requested by Management.*

POSITION DESCRIPTION APPROVED BY: _____ DATE: _____

I HAVE READ AND UNDERSTAND THESE RESPONSIBILITIES

EMPLOYEE SIGNATURE: _____

DATE: _____

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience
 - a. High school diplomas or equivalent.
 - b. Three – five years experience running heavy equipment.
 - c. Three – five years road construction experience.
 - d. Must have CDL.
 - e. Six months training programs in welding and mechanics or equivalent.
2. Necessary Knowledge, Skills, and Abilities:
 - a. Working knowledge of the methods, materials and tools used in Road construction.
 - b. Skill in operation of listed tools and equipment.
 - c. Working knowledge of the hazards and safety precautions common to construction operations.
 - d. Ability to understand and follow written and oral instructions
 - e. Ability to communicate effectively verbally and in writing
 - f. Ability to observe proper safety precautions.
 - g. Ability to establish and maintain effective working relationships with employees, other departments and the public.
 - h. Ability to operate and drive a variety of equipment under varying conditions.
 - i. Must be able to work well as part of the team
 - j. Ability to “visualize” the final product.

TOOLS AND EQUIPMENT USED

1. Scrapers
2. Graders
3. Loaders
4. Belly dump
5. Dozer
6. Water Truck
7. Flat beds
8. Front end loader

9. End dump
10. Vibratory Compactor
11. Oil Distributor
12. Backhoe
13. Welding Truck
14. Mower
15. Air Tools
16. Power Tools
17. Hand Tools
18. Arc Welder
19. Gas Welder/cutting torch
20. Hydraulic Jacks
21. Compressors
22. Water pumps
23. Shovels
24. Axe
25. Snow Plow
26. Cutting torch
27. Tractor/mower
28. Vehicle
29. Radio
30. Surveying Instruments
31. Forklifts
32. Chain Saws

PHYSICAL DEMANDS (The physical demands described here are representative of those that must be met by an employee to successfully performed the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job the employee is constantly required to hear, taste or smell, reach with hands and arms and also use hands to finger, handle or feel objects. The employee is frequently required to stand, walk, sit, talk, read and climb or balance. The employee is also frequently required to drive a vehicle. Occasionally the employee must stoop, kneel, crouch or crawl and write. The employee may infrequently be required to climb up and/or down stairs.
2. The employee is constantly required to lift and/or move up to 25 pounds. The employee is occasionally required to lift and/or move up to 50 pounds. Infrequently the employee is required to lift and/or move up to an more than 100 pounds, (i.e. grader edge)

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

WORK ENVIRONMENT (The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job the employee constantly works with/near moving objects and works in confined areas. The employee frequently works near fumes and airborne particles, works with/near vibrating objects, works outdoors, works in high places (up to six feet off the ground) and works around others. Occasionally the employee works indoors, works alone and works with others. Infrequently the employee works with/near toxic or caustic chemicals, works with the risk of electrical shock, works varying shifts and extended day/hours and also infrequently works in high, precarious places (over six feet off the ground)
2. The employee is exposed to dust and direct sunlight in the summer while operating heavy equipment and extreme cold in the winter while plowing snow in sub-zero weather.
3. The noise level in the work environment is usually loud.

MENTAL/MOTOR DEMANDS (The mental/motor 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.)

1. While performing the duties of this job, the employee constantly maintains attentiveness duration and intensity. Co-worker support is constantly available. The employee frequently works with time constraints and exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are frequently available. The employee occasionally performs routine work. The employee is infrequently involved in social interactions which frequently require oral communications and infrequently require written communications.
2. Memory and reasoning are constantly used/required on the job. Judgement is frequently used/required on the job. Problem-solving is occasionally use/required on the job. Maintenance and estimating is infrequently used/required on the job.
- 3.