**Pierce County Position Description**

**Name: Department:** Highway

**Date: 2020 Pay Grade: H**

**FLSA Status:** Non-Exempt

**Position Title**: Operator 1 **Reports To:** Construction Superintendent or Patrol Superintendent

**Purpose of Position:** This position is responsible for operating heavy equipment in a safe and appropriate manner. Heavy equipment may include but not limited to: trucks, snowplows, tractors, mowers, sheepsfoot compactors, self-propelled sweepers, skid steers and other pieces of equipment. This position also includes patrolling of state and county highways and all duties associated with contractual agreements with State and Local governments.

**Essential Duties and Responsibilities:**

**To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.**

* Operates heavy duty equipment on a limited basis to include, but not limited to: excavator, loader, grader, asphalt roller, screed, paver, bulldozer, scraper and crusher in a variety of duties.
* Observes, reports and repairs roadway hazards on highways and roads within the county.
* Patrol responsibilities include (but not limited to) items in the State Routine Maintenance Agreement and County Policy.
* Cleans, maintains and secures all equipment as directed by policies and procedures.
* Performs highway maintenance duties to include snow removal, mowing/ brush removal operations, filling pot holes, crack filling, assist in repair of guardrails, flagging, maintain shoulders, haul & place asphalt and aggregates.
* Communicate with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels of service and must make note of and report on any such complaints and respond in a courteous and respectful manner.
* Performs other highway maintenance duties as directed by supervisors.

**Minimum Qualifications:** High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience. Knowledge of proper operation and routine maintenance of heavy-duty equipment which could be gained in 1 to 2 years of practical work experience in a highway maintenance environment. Know and observe State speed and weight limit regulations and highway laws. Knowledge of geographic locations of highways, roads, and townships within Pierce County. Valid CDL Drivers License is required.

**Knowledge, Skills, and Abilities:**

Ability to organize work and develop work procedures with minimum supervision; ability to establish and maintain effective working relationships with the staff; ability to adapt to technological advancements on equipment in the workplace; ability to prepare and maintain records. Must be dependable, tactful, and maintain confidentiality. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must be able to read, write, and understand English. Ability to use shovels, rakes, chainsaws, post drivers, posthole diggers, tape measures, computers, calculators and other tools necessary. Ability to use wrenches or tools needed in the service of machinery and equipment.

**Physical Requirements:**

Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements. Ability to perform moderate activities including: sitting, stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull from medium (up to 40 lbs.) to high (50-80 lbs.). Ability to climb and balance.

**Environmental Ability:**

Ability to work under adverse weather conditions where variations and extremes in environmental factors such as temperature variations, machinery, electrical current, odors/smoke, toxic agents and noise may cause some discomfort and where there is a risk of minor injury.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

**Pierce County is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**

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Employee’s signature Date Supervisor’s signature Date

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Personnel Department Date