

## **SHAMROCK TOWNSHIP JOB DESCRIPTION**

**JOB TITLE:** Road Maintenance/Equipment Operator

**JOB SUMMARY:** Under general supervision, safely operates trucks, motor graders, heavy equipment, tractors and other specialized equipment to maintain the township roads and to accomplish assigned objectives and tasks; performs related work as required. Reports to the lead road maintenance/equipment operator.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

Minimum Qualifications: Possess Class A commercial driver's license with appropriate endorsement or have written test completed prior to employment and obtain valid CDL immediately after hire.

#### Knowledge of:

1. Maintenance of gravel and all-weather roads
2. Repair of pot holes and frost boils
3. Dangerous road conditions
4. Capabilities and limitations of heavy equipment trucks and tools
5. Mixing and application of road chemicals
6. Materials safety data (MSD) information and the necessary precautions of materials handled.
7. Safety procedures and rules

#### Skills in:

1. Verbal and written communication
2. Operation of a variety of different pieces of heavy equipment
3. Maintenance of heavy equipment
4. Maintenance of all classes of trucks
5. Use of hand and power tools

#### Experience:

1. Experience in operation of heavy equipment or certificate of training in heavy equipment from a technical school.
2. Experience driving single and tandem axle trucks with trailers.

#### Ability to:

1. Follow oral and written directions
2. Establish and maintain effective working relationships with others
3. Exercise judgment, initiative and discretion in developing work methods and operating procedures in order to implement township activities, policies and safety requirements
4. Establish and maintain effective and supportive public relation to inquiring individuals and organizations

## **MAJOR JOB DUTIES AND RESPONSIBILITIES:**

1. Operate heavy/light equipment, such as motor graders, front-end loaders, excavators, tractors, dozers and single and tandem axle trucks, performing such tasks as plowing, loading and hauling snow, spreading sand, salt and road chemicals, and scraping ice from road streets and parking lots.
  - a. Smoothing road surfaces, spreading gravel, and cutting and shaping road shoulders
  - b. Hauling gravel, fill, waste, and other road materials and supplies
  - c. Re-grading and re-shaping roads, constructing roads, ditches, leveling earth, stripping sod, and gravel deposits
  - d. Mixing salt, sand and road chemicals
  - e. Loading and stockpiling culverts and other materials
  - f. Mowing, clearing brush, trees, rock and debris from right-of-way
  - g. Towing semi and tag trailers, hauling gravel and equipment
  - h. Cleaning beaver dams from culverts and ditches
2. Perform maintenance and repair duties during all seasons of the year in such a manner that roads are safe for travel. Such tasks include but are not limited to:
  - a. Excavating and backfilling frost boils, graveling roads
  - b. Patching and filling potholes
  - c. Steaming culverts and freeing culverts from ice, snow and debris
  - d. Clearing brush, trees and mowing right-of-way
  - e. Operating chainsaws and other power tools
  - f. Repairing and replacing culverts
  - g. Assisting on special construction project
  - h. Repairing guard rails, installing and replacing traffic and work zone signs
  - i. Picking up and removing rocks, debris, and dead animals from roadways
  - j. Assisting in emergencies and natural disasters
3. Service trucks, tractors, motor graders, other road maintenance equipment, pickups
  - a. Changing oil, filters, greasing, washing and rotating tires
  - b. Performing repairs on trucks and equipment including changing cutting edges, welding, repairing hydraulic lines, replacing hydraulic pumps, hoses, motors, mounting and dismounting seasonal equipment
4. Operate pickups and all classes of trucks, picking up and delivering tools and supplies to job site, checking roads and picking up trash, rocks, debris from roads and ditches
5. Perform daily safety checks on trucks and equipment and record results
6. Maintain daily logs and complete time sheets

**WORKING CONDITIONS:**

1. Required to work irregular hours during inclement weather conditions
2. Subject to dust, fuel vapors, asphalt vapors, solvent vapors, and lubricating oil and grease
3. Subject to cold, hot, and wet weather
4. Must perform maintenance duties on wet and slippery roads that are hazardous to drive on
5. Must perform equipment maintenance duties in dirty, greasy, and hazardous conditions
6. Must be capable of lifting fifty (50) pounds frequently and seventy (70) pounds occasionally
7. Work will be dirty and hazardous at times. Subjected to chemicals, highway traffic, construction equipment operations, excessive noise, overhead and underground utility services, cuts, shock hazard, burns, and possible injury from power tools and vibrations from machinery

**OTHER:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(June 2003)