DATE: June 7, 2019

TO: Hamilton County Secondary Roads Department Employees

FROM: Nicole M. Stinn, P.E., Hamilton County Engineer

SUBJECT: Equipment Operator II Vacancy

Job Title: Equipment Operator II
Department: Secondary Road Department
Report to: Maintenance Superintendent
FLSA Status: Non-Exempt

Type: Permanent Full-Time

Wage Rate: As per attached EXHIBIT A – SALARY SCHEDULE, as Equipment Operator II.
Location: Stanhope or Webster City

Normal Work Hours: Normal work day and benefits shall be as provided per the Hamilton County Secondary Road Maintenance Employee Local 2003, Bargaining Agreement dated 7-1-17 to 6-30-20

Interested persons may submit a written request to fill this vacancy to the County Engineer by 12:00 Noon on Monday, June 17, 2019.

Posted: Friday, June 7, 2019 thru Monday, June 17, 2019.

Attachments: Exhibit A
Job Description

Once written interest is submitted for the position, candidates will not be allowed to retract their bid after the submission deadline. If anyone is interested in obtaining information about the job without locking themselves in, please talk to Niki before the submission deadline.
DEFINITION
Under general supervision, operates a variety of heavy equipment, machinery, tandem and semi-tractor/trailer trucks to construct, maintain and repair county roads.

JOB FUNCTION

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
Operates motor grader, V-plow, wing plow, scarifier, etc. used for road and right-of-way maintenance, snow and ice removal, and spreading granular material.

Operates single and tandem axle trucks, semi-tractor/trailer trucks, and pickups.

Operates tractors, mowers, posthole diggers, snow plows, spreader, shouldering machine, and other motorized and mounted equipment customarily used in the operation and maintenance of roads, roadsides, ditches, bridges, culverts, buildings, grounds, and related facilities.

Operates air hammers, chainsaws, welders, shovels, picks, and other hand tools as required.

Perform routine maintenance and minor repairs on equipment both indoors and in the field.

Assists in the maintenance of both motorized and non-motorized equipment and facilities.

Assists in general building, grounds, and equipment maintenance and servicing work.

Keeps accurate written and electronic records of hours worked on time sheets and on electronic devices furnished by the County.
Keeps accurate written and electronic records of parts, materials, and labor when servicing equipment on forms and on electronic devices furnished by the County.

Makes verbal reports to the Maintenance Superintendent as to deficiencies observed on the road system.

Makes reports to the Shop Foreman as to problems with equipment.

Other duties as may be assigned.

**OTHER JOB FUNCTIONS AND RESPONSIBILITIES:**
May occasionally operate heavy excavation equipment including bulldozers, backhoes, front end loaders, etc. and specialized equipment including air compressors, etc. for roadside ditching, erosion control and road, bridge, and culvert maintenance, construction, and removal.

May occasionally fill in for other positions in the absence of coworkers and/or serve on various employee committees. May assist with inspection of work completed by contractors on construction or maintenance projects.

May spray ditches, guardrail, and other various areas for weed control purposes.

Attend safety meetings, workshops, training sessions, and other meetings as required.

Assist as needed with annual inventory.

Other duties as may be assigned.

The above statements are intended to describe the general nature of level of work performed by employees assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities and duties required of employees assigned to this job classification.

**EQUIPMENT & TECHNOLOGY OPERATION REQUIRED**

Motor graders, loaders, dump trucks, tractor-trailer combinations, pickup truck, mowers, tractors, snow plows, shoudering machines, rollers, seeders, chain saws, hand-operated equipment such as rakes, shovels, and various other hand tools.

Telephones, two-way radios, computers, tablets, cameras, and various other electronic devices.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**
GENERAL PHYSICAL CHARACTERISTICS
Possess the physical strength, coordination, and ability sufficient to do strenuous manual work including climbing, stooping, lifting, pushing, pulling, carrying, and moving weights up to 100 pounds and operate motorized equipment for long hours in all types of weather conditions including sub zero temperatures, heat, humidity, rain, etc. Must be able to traverse adverse terrain including but not limited to roadways, ditches, fields, timber, streams, creeks, and drainage ditches.

ENVIRONMENTAL CHARACTERISTICS
The work is performed both inside and outside. Must work outdoors for long hours in all types of weather conditions including sub-zero temperatures, heat, humidity, rain, snow, ice, etc. Work is subject to a variety of potentially dangerous conditions, such as adverse terrain, moving traffic, heavy equipment, tight work zones, slippery surfaces, etc. Includes exposure to noise, dust, fumes, heat, inclement weather, mechanical hazards, chemical hazards, oils, and atmospheric conditions that affect the respiratory system or skin.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE
Experience in road maintenance activities. Completion of a standard high school degree or GED. Experience in the operation of heavy equipment.

LICENSES AND CERTIFICATES
Possess a valid Commercial Driver's License in the State of Iowa including tractor-trailer, air brakes, and tanker endorsements.

KNOWLEDGE, ABILITIES, AND SKILLS
General knowledge of road and highway maintenance activities. Knowledge of equipment operation and repair. Knowledge of safe excavation practices. Knowledge of the occupational hazards and safety precautions necessary for the proper operation of motorized equipment or tools. Familiar with County road system or ability to read County map to determine locations.

Ability to follow written and oral instructions and policies. Ability to see defects in the road system requiring repairs or maintenance. Ability to see defects in the equipment requiring repairs or maintenance. Ability to communicate effectively and clearly with other employees and the public. Ability to use technology to completely and accurately record work needed, work performed, and materials used. Must possess the ability to apply logic and think scientifically to define problems and identify a solution. Ability to self-direct and self-motivate.

This individual must: exercise good judgement in evaluating situations and making recommendations; present ideas concisely and clearly; perform public relations duties through direct contact with citizens; cooperate and work effectively with other employees; read a map to determine locations; follow written and oral instructions and policies; accept and follow direction from a supervisor; communicate effectively, politely, patiently, and clearly with other
employees and the public; exercise productive and efficient time management practices; motivate other employees; contribute to a positive departmental morale; be a positive and contributing member of the team; portray and promote a positive image of the department.

COMMUNICATION AND RELATIONS ABILITIES
Especially in safety sensitive situations (such as working in dangerous weather conditions or working with hazardous materials), must possess the ability to express/exchange information, alerts, and ideas by the spoken word and to recognize such sounds as acceptable hearing. Ability to speak the English language distinctly to communicate with other team members and citizens. Capable of developing and maintaining effective working relationships with departmental staff and citizens.

GENERAL PRINCIPLES
Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

The County reserves the right to change or reassign job duties or combine positions at any time.

EMPLOYEE POSITION ACCEPTANCE
I have thoroughly reviewed this position description and I understand what is required of me in the position of Equipment Operator II. I understand that this is not necessarily a complete and comprehensive list of responsibilities, skills, traits, duties, requirements, or working conditions associated with the job. While this list is intended to be an accurate representation of the current job, the Employer reserves the right to revise the tasks and responsibilities of the job or to require that extra or amended tasks be performed as directed by the Employer. I understand that I may be required to work overtime, hours outside of the normal workday, or hours outside of the normal workweek. I hereby accept this position and agree to perform the tasks required to the best of my abilities.

_________________________________________  ___________________________
Employee

_________________________________________  ___________________________
Maint. Superintendent

_________________________________________  ___________________________
Date  Date

Revised 07-21-17
### EXHIBIT A
**SALARY SCHEDULE**

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<thead>
<tr>
<th>CLASSIFICATION</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
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<tr>
<td>Laborer</td>
<td>20.54</td>
<td>21.05</td>
<td>21.63</td>
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<tr>
<td>General Utility</td>
<td>22.36</td>
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<td>22.16-22.37</td>
<td>22.71-22.93</td>
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<td>23.05-23.21</td>
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<td>II</td>
<td>23.14</td>
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<td>25.50-26.61</td>
<td>27.13-27.28</td>
<td>27.88-28.03</td>
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Employees possessing a current valid Iowa commercial pesticide applicator's license are eligible for an additional $0.20 per hour.

*The placement and advancement of an employee within the wage range will be made by the Engineer.

**Longevity**: Employees shall receive additional pay for continuous service from their date of hire as set forth in the following schedule:

- After eight (8) years of employment $ .23 per hour
- After twelve (12) years of employment After sixteen (16) years of employment $ .29 per hour
- After twenty (20) years of employment After twenty-five (25) years of employment $ .35 per hour
- After thirty (30) years of employment $ .40 per hour
- After thirty-five (35) years of employment $ .46 per hour
- After forty (40) years of employment $ .52 per hour
- After forty-five (45) years of employment $ .58 per hour

Longevity shall be included in the employee's base pay for computation of overtime.