

EQUIPMENT OPERATOR
(EQUIPMENT, PARTS, SIGN, FERRY, DISPATCH)
COLUMBIA COUNTY, WI

POSITION DESCRIPTION

I. Position Summary.

This is a skilled operator position in the County's Highway and Transportation Department, under the general supervision of the Highway & Transportation Commissioner and under the direct supervision of the Operations Manager, the assigned Patrol Superintendent, Construction Manager, or Foreman.

II. General Requirements.

1. Exhibit above average care and skills in the Patrolman (Highway Maintenance) position,
2. Capable to assist with the plowing, winging, and removal of snow,
3. Understand the application and use of chlorides and mixes,
4. Identify and repair deficiencies in all areas referenced,
5. Traffic control on highways or other assigned areas,
6. Maintains daily logs, time cards and other record keeping documents.

III. Essential Duties and Responsibilities.

1. Show interest and ability to master the use, application, and operation of larger, specific Department construction equipment (i.e.; paver, screed, excavator, grade-all, backhoe, compaction roller, bulldozer, road grader, etc.) or transportation equipment (e.g.; ferry or sign shop),
2. Exhibit knowledge, skill, or ability to learn basic grading and field engineering practices and procedures for road and storm water construction,
3. Assist with the daily maintenance and care of assigned equipment including; its general repair, appearance, and use,
4. Compliance with Federal, State and County regulations, rules, procedures, practices, and policies for work activity, safety, and documentation
5. Be well organized, good at written documentation, and possess a strong knowledge of operating mechanical systems.
6. Be responsible for oversight of small crews of workers and equipment within the areas of expertise to assure work and associated paperwork is completed; safely, timely, correctly, and accurate.

IV. Materials and Equipment Used

Road Graders	Bulldozers	Car Ferry
Paver	Screed	Boom/auger Truck
Excavator	Grade-all	Backhoe
Compaction Roller	Shoulder Machine	Radio, Scale
All equipment from the Highway Maintenance Patrolman category		

V. Educational Requirements

1. High School Diploma or its equivalent,
2. Valid Wisconsin Commercial Driver's License (CDL) class A with endorsements for H and N (hazardous and tanker) within 6 months of starting work and retain for duration of employment.
3. General mechanical ability and aptitude with good math skills and aptitude.

VI. Knowledge, Skills, Licensure and Experience Required.

1. Minimum 2 years highway or construction experience or equivalent classroom training.
2. Knowledge of traffic and traffic control safety regulations and devices as they apply to maintenance and construction operations.
3. Knowledge of materials and equipment used in maintenance, repair and construction of asphalt, concrete and gravel roads, highways and related surfaces, and storm water systems.
4. Knowledge of WDNR best management practices, regulations, guidelines for protection of waterways and wetlands.
5. Ability to service and make minor repairs and adjustments to equipment and vehicles.
6. Ability to read and understand construction and engineering drawings, plans, and specifications.
7. Ability to manage construction projects, operate equipment efficiently and safely, and to work with limited supervision.
8. Ability to add, subtract, multiply, divide and perform simple geometric, algebraic, and math problems correctly.
9. Ability to identify potential hazardous or dangerous work uses, conditions, or practices and capable of raising awareness of it in a timely manner (capable to act as "Competent Person" on behalf of County for work area(s)).
10. Ability to identify and take responsibility for decisions made dependent on changing weather, traffic, soil, slope, safety, and hazard awareness conditions.
11. Understand and able to implement or coordinate traffic control devices for road closure, lane reductions, road encroachments, etc (traffic control, signage, sheriff communication, deliveries).

VII. Physical Requirements.

1. Frequent lifting and/or carrying objects weighing up to 75 pounds,
2. Excessive standing, sitting, or walking,
3. Frequent bending, twisting, squatting, and reaching,
4. Frequent exposure to elements such as heat, cold, dust, pollen, sun, rain, snow, ice, wind, etc.,
5. Frequent exposure to animals, birds, bees, etc.,
6. Ability to communicate orally in a clear manner,
7. Ability to distinguish sounds at various frequencies and volumes,
8. Ability to climb roofs, ladders, stairs, etc.

VIII. Special Requirement.

Must be available nights, holidays, and weekends during snowstorms or other emergencies. Must maintain a telephone at residence for emergency contact situations.

IX. Other Information.

POSITION SPECIFIC

Responsible and knowledgeable in the proper maintenance of equipment systems (e.g.; hydraulic, electrical, mechanical, airflow, coolant).

Road Grader

1. Ability to determine, establish, identify road centerline, edge of pavement, cross slopes, shoulder slopes, clear zone limits, road profile, offsets, and tapers.
2. Ability to use a level or laser to read and set road grades including; stake subgrade and base grade elevations for offsets, tapers, super elevations, normal crown, and transitions.
3. Recognize and coordinate digger locate markings and use care around utilities.
4. Maintain width, integrity, and strength characteristics of material.

Excavator/Backhoe/Grade-All

1. Able to act as responsible person with regards to trench and excavation safety issues including identifying, preventing, enforcing, safe trench/excavation practices and procedures.
2. Some knowledge of survey and staking procedures and practices.
3. Able to use a level or laser to establish pipe slopes, profile, horizontal locations and assure standards and requirements of grading are met.
4. Conduct fluid operation of machine controls for excavation, backfill, truck load-out, material placement, and excavation to maximize machine usage without endangering self, equipment or others.
5. Good depth perception, able to “see” grading pitches and falls, able to distinguish native and non-native soil conditions, and able to identify major soil types and their suitability for use.
6. Knowledge of culvert styles, shapes, accessories, use and installation methods.

Bulldozer

1. Ability to identify, determine, and establish grading area, ground slope, storm water controls (high point, low point, etc.) and survey control (e.g.; benchmarks, coordinate points).
2. Able to conduct intermediary grading to assure smooth, even fit between grade contours, points, slopes, and regions for consistent, gradual transitions.
3. Able to maintain smooth, even cut with blade while charging with materials.

Paver

1. Responsible to take charge of all paver operations and maintenance monitoring.
2. Knowledge of basic paver adjustments, proper mix design, and proper compaction standards based on temperature and other acceptable requirements.
3. Able to assure continuous paver operation by hopper monitoring, directing drivers, monitoring pavement mixes, monitor work zone stays clear, and making paver adjustments.
4. Determine straight line, grades, reference location, project offsets, and limiting poorly conceived practices.

Screed

1. Able to operate slope meters, grade information, level, laser, screw, and vibrator for smooth, consistent asphalt mat application.
2. Able to set and adjust screed to hold even mat thickness, match-in proper to adjacent layers.
3. Comply with PPE and work in difficult, hot, and odorous conditions for extended periods of time.

Compaction Roller

1. Good knowledge of compaction practices and procedures for varying weather conditions as well as varying material properties (soil, gravel, asphalt, etc.).
2. Understanding of material density properties and changes that impact their performance.
3. General knowledge of asphalt compacting principles (temperature, water, mix design, roller speed, roller direction).
4. Able to limit or eliminate roller marks, scraper blades, or other potential damage.

Ferry Operator

1. Patient, observant, good public relations skills, people person.
2. Able to “think on your feet”.
3. Able to troubleshoot electrical, mechanical, and hydraulic issues concurrently; and to distinguish differences between them to solve operational challenges.
4. Be even tempered and have ability to stay calm in stressful situations.
5. Good general knowledge of safe boating practices and procedures, have Wisconsin boater’s license (if required), as well as be able to operate rescue boat, know CPR, and are comfortable in water environments.
6. Fast learner with good memory retention; able to assist mechanic.
7. Able to give traffic directions to others in a clear, concise, even-tempered approach.

Sign Crew

1. Be detail oriented, have good observation skills, and be a people person.
2. Able to review documents, drawings, and standards and determine the proper course of action.
3. Able to discern and distinguish colors, shapes, letters in a variety of sizes and properties.
4. Able to learn, understand, follow, and comply with the Manual of Uniform Traffic Control Devices.
5. Be able to learn, understand and apply Traffic Control metrics, devices, and ancillary aspects of signage control for safe efficient traffic flow and movement.

Parts Room

1. Organized multi-tasker with good communication skills and follow through.
2. Able to read and understand manufacturer manuals, drawings, and schematics.
3. Some knowledge of mechanic tools, parts, trade, and understanding of how gasoline and diesel engines function.
4. Good with numbers, inventory, purchasing, delivery, and supplier coordination.
5. Able to sit at a desk for long periods of time.
6. Strong moral character with ethical background, able to be responsible for competitive bidding, comparison shopping, and procurement coordination.

Paint Crew

1. Be detail oriented, have good observation skills, and be a people person.
2. Able to review documents, drawings, and standards and determine the proper course of action.
3. Able to discern and distinguish colors, shapes, letters in a variety of sizes and properties.
4. Able to learn, understand, follow, and comply with the Manual of Uniform Traffic Control Devices.
5. Be able to learn, understand and apply Traffic Control metrics, devices and ancillary aspects of painting and signage for safe efficient traffic flow and movement.
6. Be able to complete paperwork and track materials and labor usage in clear, concise manner.

Highway Dispatcher

1. Be detail oriented, have good observation skills, and be a people person.
2. Able to multi-task, keep track and monitor multiple activity at one time, Able to review documents, drawings, and standards and determine the proper course of action.
3. Keep track of vehicles, calls, communications, and run the dispatch center by routing calls and concerns to the proper location for resolution; follow thru to document resolutions.
4. Able to distinguish differences in priority from multiple venues at one time. Track and route call traffic to proper location for resolution.
5. Friendly, kind, patient, considerate, and able to explain Department responsiveness to all types of callers, complete reports in a timely manner.
6. Be able to complete documentation and keep track of concerns in clear, concise manner.
7. Able to utilize office machinery including site scale and track inventory usage.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. 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 rights of any supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all right to change, modify, amend, add to or delete from any section of this document as it deems in its judgement to be proper.

Acknowledging receipt; I have read and understand these criteria:

Date: _____

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