

JACKSON COUNTY, IOWA
Position Description

Secondary Roads Department

Title: Motor Grader Operator / Operator II

Reports To: Road Superintendent

Department: Secondary Roads

FLSA STATUS: Non-Exempt

SUMMARY

Under general direction of the Secondary Roads Superintendent and/or Leadman, within the Jackson County Secondary Roads Department, the employee will be responsible for blading/grading roads, blading ditches, mowing, and entrance repair within the assigned Motor Grader Maintenance District. This position will also operate a tandem and/or single axle dump truck on occasion

EQUIPMENT/JOB LOCATION

This is a full-time position with possible overtime depending on winter or emergency conditions. Regular hours are from 7:00 A.M. to 3:30 P.M. Winter snow hours may be from 5:00 A.M. to 5:00 P.M. however, this position requires evening, night, weekend, and holiday working hours as employees may also be called when emergency conditions or road repairs are required. Employee will be required to work within all areas of Jackson County in weather conditions ranging from extreme summer heat and rain to winter temperatures and storm conditions. The employee will operate a motor grader and on occasion a tandem and/or single axle dump truck. The employee will also be required to operate small hand/power tools and equipment.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Blade gravel roads as needed, build crown to 4.5% +/- 1%. Bank curves to 5% - 8% full width. Keep curve and bridge approach transitions segments as directed. Flag culvert and erosion problems; report sign repairs as needed. Control ripples, edge ruts, sods, and potholes. Keep windrows to a minimum. Keep rock mixture well blended so as to get smooth wheel tracks. Blade dirt roads when conditions and time permits. Plow snow from gravel roads as directed by the Superintendent/Leadman. The employee will also be responsible for removing and installing wheel tire chains during winter storm conditions. Inspect all paved roads at least once per pay period. Re-blade and fill small edge ruts. Notify Superintendent or Leadman if shoulder resurfacing is needed. Identify and report ditch erosion problems. Assist in installing rock check dams. Rework shoulders with grader and request cold patch when settlement or potholes form in pavements. Mow all pavements and gravel roads three times per year or as directed by the Superintendent/Leadman. Use brush mower to cut new growth along paved and gravel roads as directed by the Superintendent/Leadman. Locate and rework entrances that channel field runoff out onto the road, intrude into and distort the roadway crown, or need general repairs. Perform blade ditching to correct drainage problems or to mark areas for regular ditching. Select and report roads that need to be ditched. Prioritize by importance, selectively repair or replace culverts as needed. Prepare dust control areas each spring, blading the dust control areas to a 5.5% to 6.0% crown. Report rough areas

to the Superintendent, but do not blade them without direct order. After October 1st, rework all dust control areas to prepare them for winter.

Secondary Job Functions: Operator may also be assigned to work in other activities such as bridge repair, culvert work, ditching, pavement patching, brush/tree cutting, mowing, guardrail work, shouldering, shop maintenance & repairs. Employee may be required at times to fill in as needed as a truck driver. Employees at the discretion of the County may be required to perform duties not within their immediate job description.

REQUIRED KNOWLEDGE AND SKILLS

Must have valid Iowa Commercial Driver's License (CDL), with Air Brakes and Tractor - Trailer certification. Applicant must have good driving record as per Jackson County Policy. This position is subject to random drug and alcohol testing. A pre-employment drug screening is required. Ability to service equipment: greasing, oil and filter changes, and minor mechanical repairs. The employee must possess the ability to operate small equipment such as drills, power trowels, jackhammer, mechanical tampers, etc.

MINIMUM EDUCATION, EXPERIENCE AND TRAINING

Must have high school diploma or G.E.D., ability to understand and implement technical instructions, written and oral. Applicant must possess the necessary skills to establish and maintain an effective working relationship with fellow employees and the public. Specialty training and experience is desirable in welding and/or herbicide application. Knowledge of and experience in operating construction equipment is desirable: wheel loader, loader backhoe, dozer, air-screed concrete finishing machine, etc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed outdoors throughout Jackson County and requires exposure to extreme weather conditions, hazards associated with traffic, dangerous tools, equipment, and machinery, hazardous chemicals, and infectious diseases. May be required to climb ladders, dig or work in trenches, and lift and move objects weighing up to 50 pounds.