

**SALINE COUNTY  
JOB DESCRIPTION**

**Position:** Motor Grader Equipment Operator I

**Job status:** Non-Exempt-Full Time

**Reports To:** Assistant Highway Superintendent and Highway Superintendent  
Bridge Crew to Assistant Bridge Foreman & Bridge Foreman

**Supervisory  
Responsibilities:** No Supervisory Responsibilities

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**I. NATURE OF WORK**

This is responsible skilled work of considerable difficulty in the operation of heavy road construction and maintenance equipment. Motor Grader Equipment Operator I is a safety-sensitive position.

Work involves operating the motor grader and other heavy equipment in a safe and effective manner in order to ensure the roadways are accessible, safe and in good operating condition. Heavy equipment may include tractor/lowboy, dump truck, skid steer, track loader, brush cutter, front-end loaders, self-propelled and towed compaction units and other pieces of equipment. Work involves spreading and leveling dirt, gravel and stone, to grade specifications in construction and maintenance of earthwork structures, such as, bridges, highways, streets, dikes and temporary roads. Work also involves cleaning, maintaining and securing all equipment. General supervision is provided by the Assistant Highway Superintendent and Highway Superintendent. Work is reviewed in the form of accuracy, timeliness of work and compliance with department policies.

**II. ESSENTIAL DUTIES & RESPONSIBILITIES**

- Operates moderately complex construction type equipment and machinery (motor graders, front end loaders, self-propelled and towed compaction units) to excavate, fill, compact and move earth, other materials and remove snow.
- Perform skilled tasks in the operation of heavy equipment using independent judgement in conformance with professionally accepted construction methods and policies of the Road Department.
- Inspect roads for damage and proper drainage.
- Assist work crews in moving dirt in and around construction and repair projects, excavate culverts to be replaced, backfill dirt around bridge approaches, box culverts and culverts.
- Perform snow removal and sand/salt spreading duties, either manually or by utilizing automotive snow removal equipment.
- Inspect vehicles, trucks, tractors and other equipment for readiness condition, proper fluid levels, proper tire pressures and other factors necessary for correct operation before use. Report problems or deficiencies to immediate supervisor.
- Perform manual labor such as tree and brush removal, highway patching, backfilling dirt, erecting barricades, crack sealing and build all types of fences or similar tasks related to the Road Department.
- Perform preventive maintenance on assigned equipment, assist in servicing and repair of equipment, clean shop area or garage area as required by the department.
- Maintain an organized record keeping file of equipment maintenance reports, road maintenance performed, supplies used, time and attendance reports, and any other information required by the Road Department.
- Perform duties on an on-call basis as needed.
- Perform other duties as directed or as the situation dictates.

### **III. OTHER NON-ESSENTIAL DUTIES & RESPONSIBILITIES**

- Check for air leaks and change tires and wheels on vehicles and trucks
- Perform the inspection, installation, repair and replacement of signs along county roads.
- Paint equipment and vehicles with paint spraying equipment and perform simple body work.
- Operate oxy/acetylene, electric welding equipment and operate cutting torch.
- Operates power mowers, chip machines, chain saws and sprayers.
- Cutting of weeds and trees.
- Installs and repairs fences.
- Performs minor repairs on equipment.
- Other duties as assigned.

### **IV. REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Working knowledge of methods, materials and equipment common to manual labor. Working knowledge of hazards and safety practices common to manual labor. Ability to organize tasks and work with others. Ability to understand and communicate written and oral instructions and the ability to establish and maintain effective working relationships with the public, co-workers, supervisors and others.
- Ability to recognize hazardous working conditions, work effectively using prescribed safety practices and the ability to operate motor vehicles and heavy equipment in a safe manner.
- Knowledge of the operation of a variety of routine and specialized construction equipment for moving earth and materials.
- Knowledge of the hazards and safety precautions involved in operating such equipment.
- Knowledge of traffic laws, ordinances and procedures involved in operating the equipment.
- Skills in the safe and efficient operation of moderately heavy mobile equipment, trucks, farm-type tractors and related machinery.
- Ability to do manual labor involving bending, heavy lifting and carrying.
- Ability to carry out oral and written instructions and to work independently in the performance of regular working duties.

### **V. MINIMUM QUALIFICATIONS**

- Graduation from a senior high school or equivalent.
- Must be minimum of 18 years of age.
- Valid Nebraska driver's license.
- Valid Commercial Driver's License (CDL)-Class A, with the exception of any Class B license holder prior to 2010 already employed by Saline County.
- Must be able to see while driving, with or without the use of glasses or contacts.
- Must be able to lift a minimum of 50 lbs.

### **VI. NECESSARY SPECIAL REQUIREMENTS**

- Perform both rough grading and finish grading of dirt and/or gravel road with required equipment.
- Must maintain an acceptable level of attendance, punctuality and availability as determined by the county. Must work such regularly-scheduled hours as determined by the county. Must work any required overtime, weekends and holidays.
- Must work at the assigned work site.
- Must travel as required.

**VII. WORKING CONDITIONS & PHYSICAL EFFORT**

While performing the duties of this job, the employee is regularly required to see and hear. This job requires employees to climb up and down the motor grader frequently following county safety protocol. This job may require the ability to sit for a long period of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and crawl.
- The employee must frequently lift and/or move up to 50lbs and occasionally lift and/or move in excess of 50lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work is performed in both an indoor garage facility and outdoors in all types of weather conditions and temperature variations.
- Worker is exposed to grease, dirt, gas fumes, sun and inclement weather. Normal hazards are present in working with machinery and vehicles.
- The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The noise level in the work environment is usually moderate and can sometimes be loud.

**VIII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of duties, responsibilities or activities which are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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| <b>Employee Acknowledgment of Job Description</b>  |       |
| This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County's Personnel Manual is a contract for employment. |       |
| _____  | _____ |
| Employee Signature   | Date  |
| _____  | _____ |
| Supervisor Signature   | Date  |