

Operator –

Due Date: **October 16, 2020** or until filled.

APPLICATION FOR EMPLOYMENT
Palo Alto County Secondary Roads
2105 Main St Suite 103 PO BOX 389
Emmetsburg, Iowa 50536
(712) 852-3001 FAX: 712-852-3601

An Equal Opportunity Employer

INSTRUCTIONS: Print in ink or type all answers. Use a separate sheet of paper for additional information or explanation.

PERSONAL DATA: DATE OF APPLICATION: _____

1. Name: _____
Last First Middle

2. Current Address: _____
Street and Number City State Zip Code

3. Permanent Address: _____
Street and Number City State Zip Code

4. Do you have a **Class A CDL**? _____ Are you a Veteran? _____

5. Telephone Number _____ 6. Cell Number: _____

7. E-mail: _____ Are you legally eligible to work in the U.S.? _____

8. Are you 18 or older? _____ Yes _____ No

EDUCATION AND TRAINING:

List Schools/Addresses	No. Years Completed	Diploma or Degree
High School		
College/Post Grad		

11. Weekend and holiday work is required. Will this pose difficulty for you?

12. If the job announcement requires completion of specific courses or training, indicate that which you have completed:

13. If the job announcement requires the operation of specific machinery, list those, which you are competent:

REFERENCES: List the name, title and address of three (3) persons with knowledge of your character, experience and ability. Do not list relatives.

14. _____ (Name) _____ (Title)
_____ (Address) _____ (Telephone)

15. _____ (Name) _____ (Title)
_____ (Address) _____ (Telephone)

16. _____ (Name) _____ (Title)
_____ (Address) _____ (Telephone)

EMPLOYMENT RECORD:

*Begin with present or most recent employer and continue for the past fifteen years.
Attach additional sheets if necessary.*

17. Employer _____ Description of Duties: _____
Address: _____
Position Held: _____
Dates Employed: _____
Supervisor: _____

18. Employer _____ Description of Duties: _____
Address: _____
Position Held: _____
Dates Employed: _____
Supervisor: _____

19. Employer _____ Description of Duties: _____
Address: _____
Position Held: _____
Dates Employed: _____
Supervisor: _____

20. Employer _____ Description of Duties: _____
Address: _____
Position Held: _____
Dates Employed: _____
Supervisor: _____

21. When is the earliest date you would be available to start work? _____

Certification of Applicant: READ CAREFULLY

Note: Back-Ground check and pre-employment drug/alcohol testing are required. You will also need to pass a Physical Capacity Profile Test. Pending these results an offer may be recinded.

I HEREBY CERTIFY that this application contains no misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected, I will be dismissed from the service, and I will be disqualified from applying in the future for any positions with the Palo Alto County. I further authorize the County of Palo Alto to make all necessary and appropriate investigation to verify the information contained herein.

DATE: _____ Signature of Applicant: _____

**PALO ALTO COUNTY
POSITION DESCRIPTION**

POSITION: Equipment Operator/Laborer **REPORTS TO:** District Foreman

DEPARTMENT: Secondary Roads

FLSA Status: Non-exempt **DATE:** January 2020

A. JOB OBJECTIVES

1. The Equipment Operator / Laborer's primary responsibility is to work individually, or as part of a crew, to operate and use motorized equipment, vehicles and manual tools to sustain Palo Alto County's secondary road system.
2. The secondary responsibility is to perform other assigned tasks associated with various duties of the Secondary Roads Department.
3. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.
4. Work tasks of the Secondary Road Department are typically accomplished by work crews comprised of different employees whose assignments vary daily based on the time and season of the year, and on the tasks which demand action. Employees with the same job description may perform entirely different duties on the same day. Periods of time spent working on given tasks or percentages of time spent working within a given job area are difficult to anticipate due to the dictates of secondary roads work, weather and absences of other employees on leave.
5. The statements in this position description are intended to describe the general nature or level of work performed by employees assigned to this position description. Position descriptions in no way state or imply that it includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
6. Marginal functions of the position that are incidental to the performance of fundamental job duties have been excluded from the job description.
7. Palo Alto County reserves the right to change or reassign job duties, or combine positions at any time.
8. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
9. Applicant will be subject to post-offer, pre-employment physical and drug testing, plus periodic, random drug testing while employed, consistent with federal regulations..

B. JOB LOCATION and WORK ENVIRONMENT

1. The work area is typically anywhere within Palo Alto County, IA, with infrequent trips to more distant locations in the region for the purpose of equipment or parts procurement, for example.
2. The position is based out of one of seven shops or garages and is subject to change. An employee may be assigned to one location, or may be assigned to separate locations seasonally (i.e., winter and non-winter).
3. Work is typically outdoors, and can be located on uneven terrain that requires strenuous labor in all types of weather and traffic conditions. Work requires ability to safely work outside in extreme temperatures and weather conditions at various times of the year around moving parts, vehicular traffic, and construction equipment. Unfriendly environments may include noise, dust, pollen, fumes, ice and snow.

C. WORK SCHEDULE

1. Work schedules are subject to change. Regular hours are five-day, eight-hour per day work week is possible. Summer hours are 6:30a to 3:00p. Summer hours begin in April and end in October each year and are agreed upon by Engineer and Foremen. Snow conditions and emergency situations may dictate work on weekends or during different times. Overtime work may be required.

2. The employee must be ready to work at scheduled times and at work locations as required by the County Engineer and the Secondary Roads Department Foreman for that area.

D. ESSENTIAL JOB FUNCTIONS

The employee must be able to assess potentially unsafe working situations and to follow safe working procedures, as well as to ensure that maintenance emergencies are handled quickly but safely. Employee operates vehicles and all equipment safely, and maintains an awareness of traffic and workers at the work site.

1. Operates equipment including, but not limited to, end loaders, backhoes, dump trucks with sanders, motor graders, roadside mowers, oil distributors, and chain saws. Practices safe excavation procedures.
 - Operates motor grader to maintain the road surface at grade specifications.
 - Operates motor grader with snow wing and V-plow for removal of snow from roadways.
 - Mounts blade(s), snow removal or other apparatus on motor graders, trucks or other equipment.
 - Operates heavy tandem truck to spread materials, plow snow, etc., or equipment such as backhoe, wheeled loader, dozer, or scraper to place culverts, install and repair tiles, re-grade and repair damaged roads, and build and shape driveways.
 - Operates tractor mower and mows grass on road shoulder and rights-of-way.
 - Performs routine mechanical servicing tasks such as change and repair tires; change oil, lubricants and grease; and replace lights and fuses. Records use of all parts, supplies, fuel, oil, etc., for equipment used in orange log book.
 - Assists with major mechanical tasks such as removal and overhaul of engine, transmission, clutch, brakes, etc.
 - Operates other motorized equipment and power hand tools to control erosion, prepare and seed rights-of-way, cut brush, trim trees, remove road kill and debris, repair and clean bridges, prepare and paint bridges and equipment, repair guardrails, dig post holes, and install signs.
 - Places and secures tools, culverts, plank and other equipment and materials in proper storage areas. Cleans and services equipment, tools and materials before storage, and properly maintains them for emergency use.
2. Performs required manual labor tasks on roads, bridges, tiles, culverts and other construction and maintenance projects either individually or as a member of a crew.
 - Performs manual tasks that include but are not limited to work involving the following: excavating and backfilling tile or culvert trenches; loading and unloading materials and supplies; digging post holes; installing signs; erecting and removing barricades; patching pavements; and painting or repairing barricades.
 - Performs routine manual labor tasks, as required, such as use of shovels, rakes, picks, malls, post-hole digger, axes, lopping shears, chain saws, hand saws, etc. to cut brush, to control erosion, and to check and clean culverts, tile lines, etc.
 - Maintains buildings and grounds for use, including janitorial clean-up, maintenance and repairs.
 - Performs as a flagger for traffic control.
3. Communicates effectively, both verbally and in written form.
 - Communicates road problems, safety concerns, ideas, concepts and other appropriate information with Engineering Staff, Shop Superintendent, Foreman, work crews, and the public.
 - Within area of responsibility, occasionally coaches or guides less experienced employees or operators in proper procedures and techniques.
 - Provides for a safe work environment individually and for crewmembers.
 - Coordinates personnel and equipment assignments at the direction of the District Foreman.
 - Maintains equipment and performs minor service to maintain vehicles.
 - Maintains equipment records. Assures that routine maintenance and repair schedules of assigned equipment are met. Refers major equipment problems to Shop Superintendent.
 - Serves as contact person for Secondary Road Department in assigned operating area.
4. Develops and promotes good working relationships with county residents.
 - Assists the Shop Superintendent with compliance and fulfillment of MSHA, OSHA and EPA standards as they apply to the work environment.

5. Attends schools of instruction and meetings as directed, and operates unfamiliar equipment during training.
6. Performs other work as required, and other duties as assigned.

E. ESSENTIAL JOB STANDARDS / QUALIFICATIONS / EXPERIENCE

- High school diploma or G.E.D. and preferably one (1) year of experience in construction, road maintenance and/or heavy industrial or farm equipment operation/repair functions.
- Iowa Commercial Driver's License (CDL) Type "A" with tanker and air brake endorsements. Ability to drive and operate medium to heavy equipment extensively. One to three years of experience with the operational use of equipment (see DI above). Must be insurable.
- Ability to use basic mathematics in solving problems encountered in work, recordkeeping, schedules and reports. Ability to learn and use basic computer skills.
- Ability to exchange information and ideas, both orally and written, using the English language to fill out time sheets and participate in county safety training testing programs. Ability to read and interpret maps, work orders, material safety data sheets, written directions, and equipment operation manuals.
- Ability to accomplish assignments in a timely, efficient manner, following established practices and supervisory direction.
- Ability to drive, or stand and work on feet for extended periods of time without a break. Ability to crouch, crawl, stoop, bend and kneel. Ability to climb stairs, ladders, scaffolding, equipment access ladders, ditches and steep banks. Ability to work in excavations and ditches, as well as to repair signs that will require the ability to climb steep slopes and/or ladders. Ability to enter and exit vehicles and equipment unassisted either with or without reasonable accommodation.
- Ability to extensively use legs, arms, hands and fingers in grasping, driving and using hand and power tools. Properly lifts, carries, pushes and pulls up to 100 pounds unassisted. Possesses good balance and eye-hand-foot coordination. Possesses good hearing and vision, including close and distant vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Ability to install tire chains on occasion and unassisted, if road conditions warrant.
- Possesses basic carpentry skills and ability to use painting equipment.
- Accepts responsibility for own work.
- Guides and leads others on tasks as assigned by Foreman.
- Required to pass Physical Capacity Testing before hiring

Palo Alto County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

I have read and understand the position description for Equipment Operator/Laborer for the Palo Alto County Secondary Roads Department. I am able to perform all essential functions of this position.

Signed,

_____ Date _____

Prospective Employee

Signed,

_____ Date _____

Palo Alto County Engineer