

# **Help Wanted**

## **EQUIPMENT OPERATOR**

**The Palo Alto County Secondary Roads Department is currently taking applications for an operator position in Emmetsburg Shed.**

Qualified applicants will possess good communication skills, a strong work ethic, Class "A" Commercial Driver's License with air brake endorsement preferred or ability to obtain licensing within six-month probation period. Experience with operating construction equipment, road construction, and road maintenance is desired. A pre-employment physical, including drug test, registration with the US Federal Motor Carrier Safety Drug & Alcohol Clearing House, and background checks are required.

This position offers excellent wages, health, dental/vision insurance, and IPERS retirement plan. EEO. Applications and a position description may be obtained at the office of the Palo Alto County Engineer, 2105 Main Street, Emmetsburg in the Brinks Building or [paloaltocounty.iowa.gov](http://paloaltocounty.iowa.gov). Applications will be accepted at [paloaltoengineer@yahoo.com](mailto:paloaltoengineer@yahoo.com) or at the Engineer's Office.

**Positions open until filled.**

## Operator Application

Position Open until filled.

### APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Palo Alto County Secondary Roads  
2105 Main St Suite 103 PO BOX 389  
Emmetsburg, Iowa 50536  
(712) 852-3001 FAX: 712-852-3601  
paloaltoengineer@yahoo.com  
An Equal Opportunity Employer

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

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?

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

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

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#### Equipment Proficiency with multiple hours of experience

Semi-Truck \_\_\_\_\_ Dump Truck \_\_\_\_\_ Snowplow \_\_\_\_\_ Backhoe \_\_\_\_\_

Motor Grader \_\_\_\_\_ Wheel Loader \_\_\_\_\_ Dozer \_\_\_\_\_ Excavator \_\_\_\_\_

Forklift \_\_\_\_\_ Skid Loader \_\_\_\_\_ Tractor \_\_\_\_\_ Shovel \_\_\_\_\_

**REFERENCES:** List the name, title and address of three (3) people 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: \_\_\_\_\_ Wage\$ \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Supervisor: \_\_\_\_\_
18. **Employer** \_\_\_\_\_ **Description of Duties:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Wage\$ \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Supervisor: \_\_\_\_\_
19. **Employer** \_\_\_\_\_ **Description of Duties:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Wage\$ \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Supervisor: \_\_\_\_\_
20. **Employer** \_\_\_\_\_ **Description of Duties:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Wage\$ \_\_\_\_\_  
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. FMCSA Clearing House D & A review. You will also need to pass a Physical Capacity Profile Test. Pending these results an offer may be rescinded.*

*I have read the attached job description.* \_\_\_\_\_

**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 investigations to verify the information contained herein.

DATE: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

# PALO ALTO COUNTY, IOWA

## POSITION DESCRIPTION

**POSITION:** Equipment Operator

**IMMEDIATE SUPERVISOR:** District Foreman

**DEPARTMENT:** Secondary Roads

**FLSA Status:** Non-exempt

**DATE:** 7/10/25

### DESCRIPTION OF THE JOB:

Perform tasks, as an individual or part of a crew, by operating motorized equipment such as dump trucks and motor graders, tile/culvert repair, concrete crew, as well using hand tools and other maintenance and construction materials, to repair and maintain the secondary road system of Palo Alto County. Employee is able to respond to on-call situations, reliable, and able to follow directions.

### ESSENTIAL JOB FUNCTIONS:

Palo Alto County reserves the right to change or reassign job duties or combine job positions at any time. The Operator must be able to assess potentially unsafe working situations and to follow safe working procedures. Operators must operate all vehicles and equipment safely, maintain awareness of traffic and other workers, and handle all emergencies quickly and safely. This position is considered a safety sensitive position. Marginal functions of the position that are incidental to the performance of fundamental position duties have been excluded from position description.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Percentage of<br>Time | Strength<br>Code |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------|
| 1. Safety sensitive job duties of the Operator include but are not limited to, using equipment including end loaders, backhoes, dump trucks with sanders, motor graders, roadside mowers, oil distributors, and power tools. <ul style="list-style-type: none"> <li>Operates motor grader to maintain the road surface at grade specifications.</li> <li>Operates motor grader with snow wing and V-plow to remove snow from roadways and shoulders or designated areas as needed.</li> <li>Mounts blade(s), snow removal or other apparatus on <b>motor graders</b>, trucks, or other equipment</li> <li>Operates heavy tandem truck to spread materials, plow snow.</li> <li>Able to respond to on call situations, reliable, and able to follow directions.</li> </ul> | 50%                   | M                |
| 2. Perform manual tasks, as an individual or part of a crew, including but not limited to: <ul style="list-style-type: none"> <li>Load and unload materials and supplies</li> <li>Remove debris from the road or right of way (ditches).</li> <li>Maintain buildings and grounds for use, including janitorial clean up, maintenance, and repairs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                             | 15%                   | H                |
| 3. Perform routine maintenance on equipment and other service tasks such as: <ul style="list-style-type: none"> <li>Change and repair tires, replace blades.</li> <li>Change oil, lubricants, and grease, replace lights, fuses, etc.</li> <li>Maintain an accurate parts inventory, while recording the use of all parts, supplies, fuel, and oil using the appropriate forms. Assist with major mechanical tasks such as engine repair or overhaul, transmission repair or replacement and other repairs as requested by the Foreman or Shop Superintendent</li> </ul>                                                                                                                                                                                                  | 15%                   | H                |
| 4. Communicate effectively, both verbally and in written form: <ul style="list-style-type: none"> <li>Road problems, safety concerns, ideas, concepts and other information to immediate supervisor, the County Engineer, or other appropriate Secondary Roads employee</li> <li>Guide and orient less experienced operators in proper procedures and techniques.</li> <li>Interact positively with public as a representative of the Department</li> <li>Provide a safe work environment individually and for other employees</li> </ul>                                                                                                                                                                                                                                 | 10%                   | L                |
| 5. Assist the Forman, County Engineer with compliance and fulfillment of FMCSA OSHA and EPA standards as they apply to the work environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5%                    | M                |
| 6. Performs other work as assigned including safety meetings, organizational meetings, safety demonstrations and obtaining and using appropriate safety equipment per policies and procedures or other duties as requested by Foreman, Engineer, or other designated staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5%                    | L                |
| <b>Strength Column:</b> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |                  |

## PHYSICAL DEMANDS:

### Overall Strength Demands

\_\_\_\_\_ Sedentary \_\_\_\_\_ Light \_\_\_\_\_ Medium   X   Heavy \_\_\_\_\_ Very Heavy

Codes for each physical demand code listed on Page 1:

*C = Continuously*    *F = Frequently*    *O = Occasionally*    *R = Rarely*    *N = Never*

|                    |   |                   |   |              |   |                  |   |
|--------------------|---|-------------------|---|--------------|---|------------------|---|
| A. Standing        | F | G. Reaching       | O | L. Crawling  | R | Q. Vision        | C |
| B. Sitting         | C | H. Handling       | F | M. Bending   | F | R. Hearing       | C |
| C. Walking         | F | I. Fine Dexterity | O | N. Twisting  | O | S. Talking       | F |
| D. Lifting         | F | J. Kneeling       |   | O. Climbing  |   | T. Other (state) | N |
| E. Carrying        | F | K. Crouching      |   | P. Balancing |   | U.               |   |
| F. Pushing/Pulling | O |                   |   |              |   |                  |   |

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

| PHYSICAL       | DESCRIPTION                                                  |
|----------------|--------------------------------------------------------------|
| Standing       | Performing outside work functions                            |
| Sitting        | Operating machinery                                          |
| Walking        | On project sites, to different shed and storage locations    |
| Lifting        | Equipment, blades, up to 100 pounds                          |
| Carrying       | Parts and equipment                                          |
| Reaching       | Storage shelves.                                             |
| Handling       | Use of hand tools                                            |
| Fine Dexterity | Keyboarding and writing.                                     |
| Kneeling       | Working and maintaining equipment                            |
| Bending        | Working and maintaining equipment                            |
| Vision         | Driving and operating equipment.                             |
| Hearing        | Interacting with other staff for projects and taking orders. |
| Talking        | Interacting with other staff for projects.                   |

## NON-PHYSICAL DEMANDS:

*C = Continuously*    *F = Frequently*    *O = Occasionally*    *R = Rarely*    *N = Never*

|                                          |   |                                               |   |
|------------------------------------------|---|-----------------------------------------------|---|
| Time Pressures                           | O | Emergency Situations                          | O |
| Frequent Change of Tasks                 | O | Irregular Schedule/Overtime                   | F |
| Performing Multiple Tasks Simultaneously | F | Working Closely with Others as Part of a Team | C |
| Tedious or Exacting Work                 | F |                                               |   |
| Noisy/Distracting Environment            | C |                                               |   |

### JOB LOCATION:

Work area is typically located within Palo Alto County with infrequent trips to more distant locations. Work is typically outdoors and may be located in any part of the County. Position will be based out of any seven (7) shed locations but may change as required. An operator may be assigned to one location or may be assigned to separate locations seasonally.

### JOB REQUIREMENTS:

|                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. High school diploma or G.E.D. minimum, preferably one year of experience in construction, road maintenance and/or heavy industrial or farm equipment operation and repair functions. Prefer 1-3 years of experience with the operational use of these types of equipment.                                                                                                      |
| 2. Possession of a current and valid driver's license and good driving record. Must also have and maintain a valid Iowa Commercial Driver's License (CDL) Type "A" with tanker and air brake endorsements.                                                                                                                                                                        |
| 3. Must pass a County pre-employment physical exam, which includes a drug test after offer of employment.                                                                                                                                                                                                                                                                         |
| 4. Ability to work in a variety of outdoor and indoor environments, including exposure to extreme weather conditions, environments requiring protective safety equipment, and rough terrain.                                                                                                                                                                                      |
| 5. Ability to make call-ins to work regardless of weather conditions                                                                                                                                                                                                                                                                                                              |
| 6. Ability to exchange information and ideas, both orally and written (including electronically), and use the English language to create letters, reports and documents, with the proper format, punctuation, spelling and grammar. Ability to read, interprets critique and proofread maps, work orders, timesheets, invoices, written directions, and equipment specifications. |
| 7. Ability to use mathematics in solving problems, recordkeeping, accounting, schedules and reports. Ability to comprehend and interpret a variety of professional, technical and administrative documentation.                                                                                                                                                                   |
| 8. Ability to prioritize and perform duties to meet deadlines.                                                                                                                                                                                                                                                                                                                    |
| 9. Ability to be well-organized and possess memory for details. Capability to show initiative and independent analytical and evaluative judgment.                                                                                                                                                                                                                                 |
| 10. Regular work attendance required.                                                                                                                                                                                                                                                                                                                                             |
| 11. Guides and leads self and others on any tasks as assigned by the Foreman, Engineer or other designated personnel.                                                                                                                                                                                                                                                             |

### **Signatures - Review and Comment**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of this job.

|                                       |                                       |               |
|---------------------------------------|---------------------------------------|---------------|
|                                       | _____<br>Signature of Employee        | _____<br>Date |
| _____<br>Job Title of Supervisor      | _____<br>Signature of Supervisor      | _____<br>Date |
| _____<br>Job Title of Department Head | _____<br>Signature of Department Head | _____<br>Date |

Comments: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County as the needs of the County and requirements of the job change.