

Agenda Item # 22 d

Date 11/16/22



COPY

RESOLUTION NO. _____
OF
THE DODGE COUNTY BOARD OF SUPERVISORS

WHEREAS: The Dodge County Board of Supervisors have general supervision of the employees of the Dodge County Highway Department, and

WHEREAS: The Dodge County Board of Supervisors reviewed job descriptions of Equipment Operators and Foremen of the Dodge County Highway Department for the purpose of bringing them up to date, now therefore be it

RESOLVED: That the Dodge County Board of Supervisors do hereby adopt said Dodge County Highway Department job descriptions and be in effect as of November 16, 2022.

Supervisor _____ moved to adopt said Resolution.

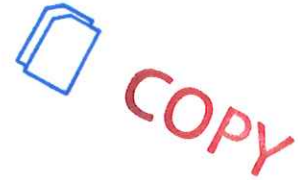
Roll Call Vote showed _____ aye and _____ nay.

ATTEST:

Fred Mytty,
Dodge County Clerk

Bob Missel, Chairman
Dodge County Board of Supervisors

November 16, 2022



EQUIPMENT OPERATOR I

DESCRIPTION OF WORK

Under general supervision of Foreman I, II or III, it is responsible for skilled work of considerable difficulty in the operation of heavy construction and maintenance equipment; performs related maintenance and construction work as required.

ESSENTIAL FUNCTIONS:

Has the ability to operate a motor grader or track loader and to drive a dump truck. May have the ability to operate a backhoe used for backfilling, digging and cleaning drainage systems, clearing brush, timber, and other debris from roadsides, and similar operations; operates a variety of hand compacting equipment, jack hammers, manual concrete leveling tools, must have the some expertise in all types of welding; performs routine maintenance and repairs on equipment; must have the ability to communicate in a positive manner with the general public as well as fellow employees.

This individual must have the ability to work in the varying Nebraska climatic conditions; may be required to work other than normal hours and days due to public safety emergencies; and performs "other duties as assigned ".

PHYSICAL REQUIREMENTS:

Must have the ability to do manual labor involving bending, twisting, lifting, standing, and sitting in equipment, as well as other similar motions; must have the ability to manually use a spade and shovel-type duties; at times, **must have the ability to lift approximately 50 pounds**, and normally does not work at heights of over 30 feet. Must possess the ability to understand and carry out routine oral and written instructions, and the ability to fill out daily work sheets and payroll data.

QUALIFICATIONS:

Considerable knowledge of the operation of some heavy road and bridge construction equipment and of the hazards and safety precautions involved in operating such equipment; working knowledge of applicable traffic laws and ordinances; skill in the safe and efficient operation of a motorgrader, track loader

or backhoe, and other heavy mobile equipment. Must have a current driver's license to operate a motor vehicle in the State of Nebraska and **shall have in possession and maintain a Class B - C.D.L. Certification.**

CERTIFICATION:

After reading this job description, do you feel you can fulfill all the requirements listed above? **YES** or **NO** (Circle the appropriate answer)

Signature of Job Applicant

Dated

EQUIPMENT OPERATOR III



DESCRIPTION OF WORK

Under general supervision of either Foreman I, II, or III he/she is responsible for highly skilled work of considerable difficulty in the operation of heavy construction and maintenance equipment; performs related maintenance and construction work as required.

ESSENTIAL FUNCTIONS:

This position must have completed all the qualifications of Equipment Operator II and completed all of the steps on the pay grid. This employee must have at least fifteen (15) years of employment with Dodge County Highway Department to be considered for this level. They must be proficient in the operation of all county-owned or leased heavy equipment and trucks, as well as the knowledge to perform and complete the work tasks required. They must pass a performance test conducted by the Highway Superintendent of these pieces of equipment: Motor grader & snow plow; Backhoe; Dump Truck & Snow plow; Excavator; Wheel Loader; Motor Scraper; Skid Steer; Dozer; Track Loader; Air Compressor. Must operate self-propelled and towed compaction units; operates hand compacting equipment; jack hammers; manual concrete leveling tools; must have expertise in all types of welding; performs routine maintenance and repairs on equipment; must have the ability to communicate in a positive manner with the general public as well as fellow employees. **This individual must have the ability to work in varying Nebraska climatic conditions; may be required to work other than normal hours and days due to public safety emergencies; and performs "other duties as assigned."**

PHYSICAL REQUIREMENTS:

Must have the ability to do manual labor involving bending, twisting, lifting, standing and sitting in equipment, as well as other similar motions; must have the ability to manually use a spade and shovel-type duties; at times, **must have the ability to lift approximately 50 pounds**, and normally does not work at heights of over 30 feet. Must possess the ability to understand and carry out routine oral and written instructions and the ability to fill out daily work sheets and payroll data.

QUALIFICATIONS:

Must have considerable knowledge of the operation of heavy road and bridge construction equipment and of the hazards and safety precautions involved in operating such equipment; working knowledge of applicable traffic laws and

ordinances; skill in the safe and efficient operation of the heavy equipment mentioned in the essential functions. Must have a current driver's license to operate a motor vehicle in the State of Nebraska and shall have in their possession and maintains a Class A – C.D.L. Certification.

CERTIFICATION:

After reading this job description, do you feel you can fulfill all the requirements listed above? YES or NO (Circle the appropriate answer)

Signature of Job Applicant

Dated

EQUIPMENT OPERATOR II

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DESCRIPTION OF WORK

Under general supervision of either Foreman I, II or III, he/she is responsible for highly skilled work of considerable difficulty in the operation of heavy construction and maintenance equipment; performs related maintenance and construction work as required.

ESSENTIAL FUNCTIONS:

This position must be proficient at operating a Lattice Boom Crane in the repair, maintenance and construction of bridges in the county, as well as operate a Track Loader, Wheel Loader, Skid Steer and Dump Truck. They must be able to perform routine maintenance and repairs on the above equipment; must have the ability to communicate in a positive manner with the general public as well as fellow employees. **This individual must have the ability to work in varying Nebraska climatic conditions; may be required to work other than normal hours and days due to public safety emergencies; and performs "other duties as assigned."**

Or, this position must have completed all Equipment Operator II steps. They must be proficient in the operation of all county-owned or leased heavy equipment and trucks, as well as the knowledge to perform and complete the work tasks required. They must pass a performance test conducted by the Highway Superintendent of these pieces of equipment: Motor grader & snow plow; Backhoe; Dump Truck & Snow plow; Excavator; Wheel Loader; Motor Scraper; Skid Steer; Dozer; Track Loader; Air Compressor. Must operate self-propelled and towed compaction units; operates hand compacting equipment; jack hammers; manual concrete leveling tools; must have expertise in all types of welding; performs routine maintenance and repairs on equipment; must have the ability to communicate in a positive manner with the general public as well as fellow employees. **This individual must have the ability to work in varying Nebraska climatic conditions; may be required to work other than normal hours and days due to public safety emergencies; and performs "other duties as assigned."**

PHYSICAL REQUIREMENTS:

Must have the ability to do manual labor involving bending, twisting, lifting, standing and sitting in equipment, as well as other similar motions; must have the ability to manually use a spade and shovel-type duties; at times, **must have the ability to lift approximately 50 pounds**, and normally does not work at heights

of over 30 feet. Must possess the ability to understand and carry out routine oral and written instructions and the ability to fill out daily work sheets and payroll data.

QUALIFICATIONS:

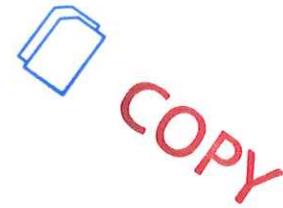
Must have considerable knowledge of the operation of heavy road and bridge construction equipment and of the hazards and safety precautions involved in operating such equipment; working knowledge of applicable traffic laws and ordinances; skill in the safe and efficient operation of the heavy equipment mentioned in the essential functions. Must have a current driver's license to operate a motor vehicle in the State of Nebraska and **shall have in their possession and maintains a Class A – C.D.L. Certification.**

CERTIFICATION:

After reading this job description, do you feel you can fulfill all the requirements listed above? YES or NO (Circle the appropriate answer)

Signature of Job Applicant

Dated



GRADING – FOREMAN I

DESCRIPTION OF WORK

Under direction, is responsible for work in supervising the construction and maintenance of county roads in assigned projects and in keeping the roads open to traffic throughout the year; must have the ability to be on a 24-hour call-up.

ESSENTIAL FUNCTIONS:

Under general supervision, this individual participates in a continuing program of preventative maintenance on County Road System; is responsible for year-round maintenance and snow removal operations for both gravel and hard-surfaced roads; supervises and participates in the construction, maintenance and repair of roads, schedules and supervises work of equipment operators assigned to projects; provides on-the-job training for road construction including the operation and care of all equipment; assures that proper safety precautions are uniformly taken; supervises and participates with crews engaged in such tasks as grading for draining and surfacing purposes; operates a variety of heavy equipment and trucks in carrying out road construction; performs routine maintenance and cares for all equipment used; reads and interprets blueprints and specifications; prepares work reports; orders stocks and inventories materials needed for scheduled construction work; must have the ability to use and care for surveying-type equipment; and must possess the ability to communicate in a positive manner with the general public as well as fellow employees. **This individual must have the ability to work in the varying Nebraska climatic conditions; may be required to work other than normal hours and days due to public safety emergencies; and performs “other duties as assigned.”**

PHYSICAL REQUIREMENTS:

Must have the ability to do manual labor involving bending, twisting, lifting, standing and sitting in equipment, as well as other similar motions; is required to manually use a spade and shovel-type duties; at times, **must have the ability to lift approximately 50 pounds**, and normally does not work at heights of over 30 feet. Must have the ability to understand and carry out routine oral and written instructions and the ability to fill out daily work sheets and payroll data.

QUALIFICATIONS:

Considerable knowledge of the operation of heavy road construction equipment and of the hazards and safety precautions involved in operating such

equipment; working knowledge of applicable traffic laws and ordinances; skill in the safe and efficient operation of heavy mobile equipment; must have knowledge of snow removal operations; the ability to read blueprints and specifications; ability to follow oral and written instructions; ability to schedule and direct grading work; and keep records. Must have a current driver's license to operate a motor vehicle in the State of Nebraska, **shall have in possession and maintain a Class A - C.D.L. Certification**; and Highway Superintendent License is desirable.

CERTIFICATION:

After reading this job description, do you feel you can fulfill all the requirements listed above? **YES** or **NO** (Circle the appropriate answer)

Signature of Employee

Date

MAINTENANCE – FOREMAN I



DESCRIPTION OF WORK

Under direction, is responsible for work in supervising the construction, repair and maintenance of county corrugated pipe culverts, concrete drainage type structures in assigned projects and in keeping the roads open to traffic throughout the year; must have the ability to be on a 24-hour call-up.

ESSENTIAL FUNCTIONS:

Under general supervision, this individual participates in a continuing program of preventative maintenance on the county roads; is responsible for year-round maintenance and snow removal operations for both gravel and hard-surfaced roads; supervises and participates in the construction, maintenance, repair, removal, and extension of corrugated pipe culverts or concrete drainage type structures; is responsible for minor ditch cleanouts; schedules and supervises work of equipment operators assigned to projects; provides on-the-job training for the maintenance of ditches and culverts including the operation and care of all equipment; assures that proper safety precautions are uniformly taken; supervises and participates with crews engaged in such tasks as culvert repair and extension for draining purposes; operates a variety of heavy equipment and trucks in carrying out maintenance of ditches and roads; performs routine maintenance and cares for all equipment used; reads and interprets blueprints and specifications; prepares work reports; orders stocks and inventories materials needed for scheduled maintenance work; must have the ability to use and care for surveying-type equipment; and must possess the ability to communicate in a positive manner with the general public as well as fellow employees. **This individual must have the ability to work in the varying Nebraska climatic conditions; may be required to work other than normal hours and days due to public safety emergencies; and performs “other duties as assigned.”**

PHYSICAL REQUIREMENTS:

Must have the ability to do manual labor involving bending, twisting, lifting, standing and sitting in equipment, as well as other similar motions; is required to manually use a spade and shovel-type duties; at times, **must have the ability to lift approximately 50 pounds**, and normally does not work at heights of over 30 feet. Must have the ability to understand and carry out routine oral and written instructions and the ability to fill out daily work sheets and payroll data.

QUALIFICATIONS:

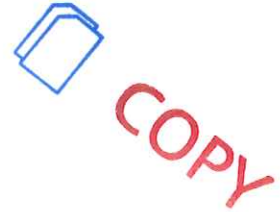
Considerable knowledge of the operation of an excavator, track loader, wheel loader, skid steer, backhoe and dump trucks well as heavy road construction equipment and of the hazards and safety precautions involved in operating such equipment; working knowledge of applicable traffic laws and ordinances; skill in the safe and efficient operation of heavy mobile equipment; must have knowledge of snow removal operations; the ability to read blueprints and specifications; ability to follow oral and written instructions; ability to schedule and direct maintenance work; and keep records. Must have a current driver's license to operate a motor vehicle in the State of Nebraska, **shall have in possession and maintain a Class A - C.D.L. Certification;** and Highway Superintendent License is desirable.

CERTIFICATION:

After reading this job description, do you feel you can fulfill all the requirements listed above? **YES** or **NO** (Circle the appropriate answer)

Signature of Employee

Date



ROAD / MAINTENANCE FOREMAN II

DESCRIPTION OF WORK

Under direction, is responsible for work of considerable difficulty in supervising the construction and maintenance of County Roads and Bridges in assigned projects and in keeping roads and bridges open to traffic throughout the year; must have the ability to be on a 24-hour call-up.

ESSENTIAL FUNCTIONS:

Under general supervision, supervises and participates in a continuing program of preventive maintenance on County road system including responsibility for determining priority of work to be accomplished and method and material to be used; responsible for year-round maintenance and snow removal operations for both gravel and hard-surfaced roads; supervises and participates in the construction, maintenance, repair, removal, and rebuilding of wood, concrete, and steel bridges, concrete drainage type structures, and corrugated pipe culverts; schedules and supervises work of equipment operators assigned to projects; provides on-the-job training for road construction and/or maintenance crews including the operation and care of all equipment; assures that proper safety precautions are uniformly taken; supervises and participates with crews engaged in such tasks as grading for draining and surfacing purposes, spreading gravel, installing culvert pipe, patching gravel and hard surface roads, digging and cleaning ditches, cutting and removing weeds, brush, and trees from roadsides, removing snow, and erecting and removing fences; supervises and participates in replacement of wooden and steel support beams, pilings, decks, and bridge railings; operates a variety of heavy construction equipment and trucks in carrying out road construction and maintenance work; performs routine maintenance and cares for all equipment used; assists in planning and scheduling all bridge construction, maintenance, and repair work; determines the extent of repair work needed, and recommends the removal and replacement of antiquated structures; reads and interprets blueprints and specifications; prepares work reports; orders, stocks, and inventories materials needed for scheduled maintenance and construction work; monitors use of materials to achieve maximum economy; provides on-the-job training for bridge construction and maintenance crews including the safe use of all equipment; assures that proper safety precautions are uniformly taken; must possess the ability to communicate in a positive manner with the general public as well as fellow employees; must have limited ability to use and care for surveying-type equipment; orders, stockpiles, and inventories materials and supplies needed for projects; monitors their use to achieve maximum economy. **This individual must have the ability to work in the varying Nebraska climatic conditions;**

may be required to work other than normal hours and days due to public safety emergencies; and performs "other duties as assigned."

PHYSICAL REQUIREMENTS:

Must have the ability to do manual labor involving bending, twisting, lifting, standing, and sitting in equipment, as well as other similar motions; is required to manually use a spade and shovel-type duties; at times, **must have the ability to lift approximately 50 pounds**, and normally does not work at heights of over 30 feet. Must possess the ability to understand and carry out routine oral and written instructions, and the ability to fill out daily work sheets and payroll data.

QUALIFICATIONS

Considerable knowledge of the methods, materials, and practices used in the construction, maintenance, and repair of gravel and hard surfaced roads and/or bridges, culverts, back walls, wing walls, and related structures and of snow removal operations; considerable knowledge of the hazards and safety precautions involved; skill in the safe and efficient operation of heavy construction equipment; ability to read blueprints and specifications; ability to follow oral and written instructions; ability to schedule and direct work; keep records. Licensed to operate a motor vehicle in the State of Nebraska. Highway Superintendent License is desirable. **Shall have in possession and maintain a Class A - C.D.L. Certification.**

CERTIFICATION:

After reading this job description, do you feel you can fulfill all the requirements listed above? **YES** or **NO** (Circle the appropriate answer)

Signature of Job Applicant

Dated

Effective April 6, 2016



BRIDGE / ROAD / MAINTENANCE FOREMAN III

DESCRIPTION OF WORK

Under direction, is responsible for work of considerable difficulty in supervising the construction and maintenance of County Roads and Bridges in assigned projects and in keeping roads and bridges open to traffic throughout the year; must have the ability to be on a 24-hour call-up.

ESSENTIAL FUNCTIONS:

Under general supervision, supervises and participates in a continuing program of preventive maintenance on County road system including responsibility for determining priority of work to be accomplished and method and material to be used; responsible for year-round maintenance and snow removal operations for both gravel and hard-surfaced roads; supervises and participates in the construction, maintenance, repair, removal, and rebuilding of wood, concrete, and steel bridges, concrete drainage type structures, and corrugated pipe culverts; schedules and supervises work of equipment operators assigned to projects; provides on-the-job training for road construction and/or maintenance crews including the operation and care of all equipment; assures that proper safety precautions are uniformly taken; supervises and participates with crews engaged in such tasks as grading for draining and surfacing purposes, spreading gravel, installing culvert pipe, patching gravel and hard surface roads, digging and cleaning ditches, cutting and removing weeds, brush, and trees from roadsides, removing snow, and erecting and removing fences; supervises and participates in replacement of wooden and steel support beams, pilings, decks, and bridge railings; operates a variety of heavy construction equipment and trucks in carrying out road construction and maintenance work; performs routine maintenance and cares for all equipment used; assists in planning and scheduling all bridge construction, maintenance, and repair work; determines the extent of repair work needed, and recommends the removal and replacement of antiquated structures; reads and interprets blueprints and specifications; prepares work reports; orders, stocks, and inventories materials needed for scheduled maintenance and construction work; monitors use of materials to achieve maximum economy; provides on-the-job training for bridge construction and maintenance crews including the safe use of all equipment; assures that proper safety precautions are uniformly taken; must possess the ability to communicate in a positive manner with the general public as well as fellow employees; must have limited ability to use and care for surveying-type equipment; orders, stockpiles, and inventories materials and supplies needed for projects; monitors their use to achieve maximum economy. **This individual must have the ability to supervise additional crews and reports to the Assistant**

Highway Superintendent. This individual must have the ability to work in the varying Nebraska climatic conditions; may be required to work other than normal hours and days due to public safety emergencies; and performs "other duties as assigned."

PHYSICAL REQUIREMENTS:

Must have the ability to do manual labor involving bending, twisting, lifting, standing, and sitting in equipment, as well as other similar motions; is required to manually use a spade and shovel-type duties; at times, **must have the ability to lift approximately 50 pounds**, and normally does not work at heights of over 30 feet. Must possess the ability to understand and carry out routine oral and written instructions, and the ability to fill out daily work sheets and payroll data.

QUALIFICATIONS

Considerable knowledge of the methods, materials, and practices used in the construction, maintenance, and repair of gravel and hard surfaced roads and/or bridges, culverts, back walls, wing walls, and related structures and of snow removal operations; considerable knowledge of the hazards and safety precautions involved; skill in the safe and efficient operation of heavy construction equipment; ability to read blueprints and specifications; ability to follow oral and written instructions; ability to schedule and direct work; keep records. Licensed to operate a motor vehicle in the State of Nebraska. Highway Superintendent License is desirable. Shall have in possession and maintain a Class A - C.D.L. Certification.

CERTIFICATION:

After reading this job description, do you feel you can fulfill all the requirements listed above? **YES** or **NO** (Circle the appropriate answer)

Signature of Job Applicant

Dated