

**BUFFALO COUNTY
JOB DESCRIPTION**

POSITION TITLE: Grader Operator/Maintenance Worker II (CDL Not Required)

DEPARTMENT: Highway Department

REPORTS TO: Highway or Assistant Highway Superintendent and Foremen

PURPOSE OF POSITION:

Operate light, medium, heavy equipment, road maintenance and manual labor

Essential Functions:

- Operate a motor grader in maintaining county roads
- Plow snow using motor grader or dump truck with plow
- Repair and build bridges
- Help install culverts, cut and remove trees, put up and take down snow fence
- Operate variety of hand and power tools
- Operate light and medium equipment
- Perform routine maintenance, repair and construction work
- Maintain time sheet and other records

Essential Knowledge, Experience and Abilities:

- Knowledge of materials, equipment, tools and techniques of maintenance and construction
- Knowledge of mechanical devices used
- Ability to operate equipment safely
- Ability to interact and get along well with others
- Thorough knowledge of maintenance, repair and construction work
- Ability to take oral and written instructions from Highway Superintendent, Assistant or Foremen
- Ability to interact and get along well with others
- Thorough knowledge of equipment maintenance and perform maintenance requirements
- Thorough knowledge of methods, materials and equipment used in construction and maintenance of roads, streets, bridge and drainage facilities
- Thorough knowledge of Federal and State Laws pertaining to road and bridge items
- Ability to establish and maintain effective working relationships with other employees, agencies and the public
- Thorough knowledge and experience with modern office practices
- Through knowledge of County policies, rules, and regulations
- Thorough knowledge of and experience in utilizing a variety of computer systems, hardware, and software packages
- Ability to maintain confidentiality of all departmental documents and transactions
- Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established procedures and policies
- Ability to communicate effectively, both orally and in writing

- Ability to understand and follow both oral and written instructions
- Ability to perform accurate mathematical calculations such as addition, subtractions, multiplication, and division using a calculator, ten-key adding machine or manual calculation
- Ability to maintain cooperative working relationships with fellow employees, supervisors, governmental officials, and the general public.
- Ability to handle and respond to complaints and grievances
- Ability to perform assignments with accuracy and attention to detail
- Ability to communicate with the public on a daily basis
- Ability to communicate with landowners in a positive manner
- Ability to communicate with employees regarding tasks that need completed
- Ability to communicate with other departments when working on projects together
- Ability to problem solve and reason
- Ability to read and interpret blueprints
- Ability to work effectively in stressful situations
- Thorough knowledge of the English language and proper grammar, spelling, and punctuation
- Ability to use telephone and two-way radio systems

Essential Education, Certifications and/or Licenses:

- High school diploma or equivalent. Combination of equivalent education and/or work experience may be considered if substantially related to the detailed job requirements of this position.
- At least one year experience as a laborer, in driving dump or similar trucks, light equipment in maintenance and construction or similar work
- Appropriate trade school training is desirable
- Must possess a valid State of Nebraska Driver's License
- Commercial Driver's License with Class A Endorsement preferred but not required

Essential Physical Demands and Typical Working Conditions:

- Must be able to carry, stand, drive, kneel, speak, squat, hear, climb, walk, sit, reach, and pull on a regular basis
- Must be able to stand or walk for an entire day.
- Must be able to lift up to 80 pounds unassisted
- May be exposed to fumes, hazards, dirt, heat/cold, chemicals, noise and toxins

Essential Attendance and Availability Requirements

- Must have regular attendance
- Must be punctual
- Must have the ability to work overtime when necessary
- Must have the ability to work on weekends when necessary
- Must have the ability to work on holidays when necessary
- Must have the ability to work at the job site
- Must have the ability to travel

The specific statements in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County Recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

Supervisor's Signature

Employee's Signature

Date

Date

Effective Date of Job Description: _____