

Uintah County

Job Description



Title:	Dispatch/Coordinator/Operator	Code:	702
Division:	Operations	Effective Date:	3/07
Department:	Road	Last Revised:	7/20
FLSA Cat:	Non-Exempt	Pay Grade:	22

GENERAL PURPOSE

Performs a variety of entry level clerical and administrative support duties to the County Road Department. Performs **working level** skilled tasks in the operation and maintenance of light to heavy duty equipment as needed to construct, maintain or repair county roads and service systems.

SUPERVISION RECEIVED

Works under the general supervision of the Road Department Manager.

SUPERVISION EXERCISED

May provide close supervision to less experienced Laborers while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Analyze and coordinate maintenance and development of site needs with operators. Dispatch trucks, equipment and supplies needed to complete various projects. Document and communicate with direct supervisor any problem areas that may arise during coordination and dispatching duties.

Operates specialized heavy equipment such as road grader, backhoe, trackhoe, trucks, lowboy belly dump, roller, scraper, dozer, water truck, and other similar equipment in the maintenance, construction and repair of county road system; monitors flood control channels to prevent blockage, clears culverts of debris; repairs pot holes, highway shoulders, lays road cover and gravel.

Operates trucks, dump trucks and pups, snow plow and sanders in hauling, plowing and cleaning streets and highways; repairs and replaces highway markers and road signs; operates mower to clear and maintain weed growth; controls tree growth in the right-of-ways; operates dozer as needed to control fires by pushing fire breaks; installs cattle guards.

Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems to the shop for repair; operates a variety of hand and power tools in performing general maintenance of vehicles and equipment; may assist in the fabrication of equipment parts.

Performs duties with due regard for personal safety, that of other employees and the public; assists in training subordinates in proper safety practices; performs as a flagger when assigned to assure safety while working on highways.

Performs other duties (including general labor) as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties;

AND

B. Two (2) years of experience in operation and maintenance of medium and heavy sized equipment;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Working knowledge of various light to heavy equipment; hazards and safety precautions related to construction and equipment operation; traffic laws, ordinances, and regulations; construction methods and procedures typical to county service systems; equipment parts and preventive maintenance for the same.

Apprentice level skill in operation of medium and heavy equipment.

Ability to operate simple to complex heavy-duty equipment; operate heavy equipment in various conditions; perform manual tasks for sustained periods of time; perform minor equipment maintenance and repair; follow written and verbal instructions; read and understand prints and plans; communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, the public and supervisors.

3. Special Qualifications:

Must possess or be able to acquire a valid Utah Class "A" Commercial Drivers License (CDL).
Must be able to pass ICC physical and maintain medical certificate.
Must be flagger certified or be able to attain certification when required.
Must be able to comply with applicable county and departmental policies and safety standards.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Aspects of the work require talking, hearing and seeing. . Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Continuous travel in automobile or heavy equipment required in job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)