REQUEST TO FILL VACANCY

Position Vacancy Equipment Operator

Department Highway Department

Vacancy Result of: Resignation of Mitch Lang

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description, attached.

2. Departmental Organizational Chart, attached for review and approval.

3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	$
Sick Leave	$
Employee Retirement Recognition	$
Other	$
Total	$

4. Explain the effects of leaving the vacancy until severance is accumulated.
NA

5. Explain the effects of not filling the position or discussion of alternatives.
With this resignation this leaves the department 2 FTE's short during the busiest time of construction season.

6. Provide description of departmental discussions about the vacancy.
We have been shorthanded all summer long and equipment is sitting idle some days because we do not have enough manpower to operate efficiently, places a heavier burden on the crew as whole trying to do double duty. We have been working with Weed and Pest to get some help here and there but they have obligations to tend to also.

7. Estimated length of time to fill the position after approval.
2 to 3 weeks — internal posting

8. Any additional comments?

Department Manager

7/28/2020
Date

Request for filling of vacancy: _____Approved _____Denied

Chairman, Brookings County Commission

Date

POSITION TITLE: Equipment Operator
DEPARTMENT: Highway
REPORTS TO: Highway Superintendent
FLSA STATUS: Non-Exempt
WAGE GRADE: 5

DESCRIPTION OF WORK

General Statement of Duties

The fundamental reason this classification exists is to operate safely and efficiently specialized medium to heavy equipment (work with heavy equipment less than 80% of the time). The work requires considerable skill in manipulating medium to heavy equipment and constant attention to safety of operation in order to prevent accidents. Assignments are outlined in detail by supervisors. Standard procedures are followed and work is inspected periodically for safety and economy in operation. The Road Foreman will work as a lead to the Equipment Operator. General supervision is received from the Highway Superintendent and/or Lead foreman and work is reviewed through the proper functioning and performance of equipment.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Operate and maintain medium to heavy duty capacity dump trucks, tractors, trailers, rollers, loaders, packers, power booms, recyclers, and trucks with specialized equipment to include sand spreader, hot oil distributor used in hauling materials and equipment to perform highway repair work.
- Operate truck mounted snowplows and other snow removal equipment
- Operate equipment of small to medium capacity such as loader, backhoe in performing highway repair and patchwork
- Operate other self-propelled equipment of similar size and complexity
- Operate heavy equipment on a limited basis in the performance of County functions
- Perform service and minor repairs to equipment to include maintenance, tire repair, etc
- Reline brakes, repair engines, pumps or compressors, and adjust bearings, clutches or carburetors.
- Maintain equipment in proper operating condition by performing simple preventive maintenance tasks. Inspect equipment prior to use to ensure that is in proper operating condition. Cleans equipment using appropriate materials.
- Assist in snow and ice removal, culvert and bridge construction and repair, and loading and hauling dirt, rocks, gravel, snow, and other materials.
- Assist the Mechanic/Fabricator, Heavy Equipment Operators, and Road Foreman when not operating equipment.
- Operate power driven machinery such as jackhammer to other similarly sized equipment.
- Install and/or replace road signs. Cut and remove brush from ditches. Clean, paint, and perform other general custodial duties on County property.
- Communicate any unsafe conditions or accidents/injuries in a timely manner to the supervisor in order to facilitate prompt correct or reporting.
- Attend special training and familiarization workshops dealing with innovations in medium to heavy equipment operations, repairs and maintenance.
- Prepare and keep records related to work order requests, labor expenditures, job status, estimates, and proposed or completed projects.
- Perform work in a manner consistent with safe practices.
- Wear personal protective equipment when required.
- Develop and maintain positive, professional relationships with the general public and other employees.
- Perform other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Working knowledge and experience in operation of medium to heavy equipment and/or related equipment used in construction and maintenance activities or any such combination of education, experience and training as may be acceptable to the hiring authority.
- General knowledge of procedures, techniques and standards applicable to highway and roadway maintenance and construction.
- Ability to perform manual labor, withstand variable weather conditions and work extended hours if necessary.
- Ability to understand and follow both written and verbal instructions and communicate effectively verbally and in writing.
- Possession of a valid South Dakota Class A Commercial Driver's License (CDL).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to communicate with vendors, employees, co-workers, supervisory staff, etc.
- The employee is regularly required to sit and use hands to finger, handle, or feel.
- The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, and crouch, or crawl.
- The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100+ pounds with assistance.
- Ability to work during emergencies. Ability to work as needed and to be available for on-call shifts.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals; employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate but may be occasionally loud.

Examination, Testing, and Certification

The Examination, Testing and Certification described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid South Dakota Commercial Drivers License (Class A).
- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the Superintendent and/or County.

Education

- High School diploma or GED certificate preferred

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

_____ _____

Commission Chairperson *Date*