



Equipment Operator I (FT) Job Description

Department: Road
FLSA Designation: Non-Exempt
Grade: 13
Reports to: Crew Supervisor
HR Approved: Lisa Seddon October 2026

Job Summary

Under general supervision, performs manual labor and routine maintenance work on county roads, bridges, and right-of-way. Operates light equipment such as mowers, tractors, trucks, and hand tools to support road maintenance, vegetation control, and related public works activities.

Essential Functions and Responsibilities

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Mows county road rights-of-way using tractors and mowers, while inspecting and documenting road conditions.
- Performs preventive maintenance on vehicles and equipment by greasing, checking fluids, changing filters, sharpening blades, and cleaning machinery.
- Performs a variety of manual labor tasks such as flagging traffic, placing and repairing signs, picking up trash, cutting brush, and loading or unloading supplies.
- Operates automotive, construction, and maintenance equipment including dump trucks, pickups, tankers, and snowplows for hauling materials, removing snow, transporting equipment, and maintaining county roads.
- Assists with road and infrastructure work such as placing culvert pipes, tile lines, and applying materials for patching or seal coating under supervision.
- Maintains accurate daily records of equipment use, service performed, and maintenance operations for assigned projects.
- Keeps the maintenance shop and storage areas clean, organized, and safe by sweeping, washing, storing tools properly, and applying oil dry as needed.
- Follows all departmental safety procedures and operates vehicles and equipment in accordance with county policies and applicable regulations.
- Responds promptly to emergency and after-hours situations such as snowstorms, flooding, or road hazards, performing maintenance or repair duties as assigned to ensure public safety and roadway accessibility.
- Performs other duties as assigned.

Required Education and/or Experience

High school diploma or General Education Degree (GED) and seven to twelve months of related experience or training; or equivalent combination of education and experience. Experience in construction, farming, or maintenance.

Certificates, Licenses, Registrations

- Valid Iowa Driver's License
- Class B CDL with air brake endorsement (required)
- Class A CDL, tanker endorsement (preferred)
- Tanker endorsement (preferred)
- Ability to pass physical and drug testing requirements as a CDL holder

Knowledge, Skills, and Abilities to Perform Essential Functions

- Ability to read, analyze, and interpret procedure manuals
- Ability to write reports, business correspondence, and complete logs.
- Ability to effectively present information and communicate with the general public
- Ability to calculate figures and amounts such as required for basic arithmetic operations and in completing time and operational reports.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of the mechanical, multi-purpose trucks, and heavy equipment used in highway, road, and construction operations.
- Knowledge of the basic principles and techniques utilized in the effective maintenance of gravel and paved roads in a secondary road system.
- Knowledge of the occupational hazards and safety precautions applicable to the area and type of work performed.
- Knowledge of the applicable department policies, procedures, and regulations.
- Ability to reliably and predictably carry out duties is required.
- Ability to maintain regular and timely attendance is required.
- Ability to work overtime and work beyond the scheduled workday is required.

Supervision

No supervision of direct reports.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee regularly lifts and/or moves 25 pounds and will occasionally lift and/or move up to 100 pounds with or without assistance.

Work Environment

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of

electrical shock, vibration, confined space, and traffic hazards. The employee is frequently exposed to outside weather conditions, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. Involves more than moderate exposure to dangerous situations. Involves more than moderate exposure to stress due to the work environment and/or crisis situations. Involves moderate exposure to dangerous situations due to gravel or slippery road surfaces, slow -moving farm equipment, speeding traffic, wind-driven snowstorms, power line breakages and related occupational hazards. May be called out after-hours and work overtime in emergency situations, requires ability to report within 30 minutes to the assigned facility.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Signature

Date

Department Head Signature

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will consider reasonable accommodations to perform essential functions and responsibilities for this position for qualified individuals with disabilities. Marion County encourages prospective employees and incumbents to discuss potential accommodations with the Employer.