



AUDITOR – TREASURER'S OFFICE

101 Main Avenue North

P.O. Box 616

Thief River Falls, MN 56701

(218) 683-7000

HIGHWAY EQUIPMENT OPERATOR

\$24.66 - \$31.64

Pennington County is searching for a motivated individual interested in being a Highway Equipment Operator for the Highway Department. Be a part of our team in shaping the future of the County and providing the public with a safe and dependable road system.

Applications will be received until 10:00 AM January 31, 2025, for the position of Highway Equipment Operator. High School diploma or equivalent desirable. Minimum of three years operating light to heavy construction and maintenance equipment and vehicles. Possession of a valid State of Minnesota Class "A" Commercial Driver's License required. May be required to obtain endorsements as delegated after employment. May be required to obtain commercial applicator's license as assigned. A detailed job description and application can be obtained at the Office of the County Engineer at 250 125th Avenue NE (behind Westside Motors) in Thief River Falls, Mn, via email ljmarquis@co.pennington.mn.us or online at: <https://co.pennington.mn.us>: click on "Employment".

Pennington County offers 12 paid holidays, excellent health insurance, vacation and sick leave, and a retirement pension. The 2025 Pay Range for the position is \$24.66 to \$31.64.

Pennington County is an Equal Opportunity Employer

POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Highway Equipment Operator	Department: Highway
Immediate Supervisor's Position Title: Maintenance Foreman	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Maintenance Foreman, the Highway Equipment Operator is responsible for operating a wide variety of light to heavy equipment used in maintaining assigned County roads and ditches and for assisting in making road repairs or construction activities. Heavy equipment operators are responsible for performing preventive maintenance to assigned pieces of equipment, maintaining highway buildings, and assisting in other maintenance duties, as delegated.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates a wide variety of light to heavy equipment in the maintenance and repair of County roads and ditches.
 - a) Operates backhoes, front end loaders, motor graders, skid-steer loaders, dozers, snowplow equipment, tractors, mowers, tandem axel trucks in performing job assignment and tasks.
 - b) Removes snow and ice from assigned portions of County highways and roads. Applies sand and salt to roadways as appropriate.
 - c) Loads, hauls, and lays down gravel, in assigned areas. Maintains shoulders and gravel surfaces.
 - d) Installs, replaces and/or repairs culverts.
 - e) Repairs frost boils, washouts, and patching holes.
 - f) Operates loaders and loads vehicles with construction or roadway materials.
 - g) Participates in repairing roadways and right-of-ways after washouts. Repairs road surfaces, ditches, and replaces culverts.
- Clears brush, vegetation and trees from right-of-ways to maintain proper road visibility. Mows grass along right-of-ways.
- Monitors roadways for maintenance needs and repairs. Informs the Maintenance Foreman of road conditions, issues or problems requiring attention. Addresses and corrects problems, when appropriate.
- Identifies noxious weeds and sprays weeds in accordance with proper safety procedures and precautions.
- Assists in the repair and maintenance of equipment and outlying highway buildings. Maintains all work and shop areas. Assists the mechanic with various service and repairs. Performs general welding, fabrication, and general carpentry and plumbing repairs, as assigned. Replaces cutting edges and performs routine maintenance (e.g. changes oil, replaces fluids, etc.) to assigned equipment.
- Assists in replacing signs and assisting the sign person, as needed. Assists engineering department staff and activities, as assigned.
- Maintains all required logs, timesheets, and recordkeeping requirements required by the department.

- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of general building, road and ditch maintenance standards and practices. • Fundamentals of highway maintenance and repair procedures and principles. • Knowledge of snow removal procedures. • Knowledge of the capabilities, operation and limitations of construction equipment including tandem trucks, motor graders, rollers, backhoes, bulldozers, front end loaders and tractors. • Knowledge of safety laws and rules of the road. • Knowledge of preventive maintenance procedures for highway equipment 		
	2nd year graduate level			

Required Work Experience in Addition to Formal Education/Training:

Minimum of 3 years operating light to heavy construction and maintenance equipment and vehicles.

LICENSE/ CERTIFICATION	Identify licenses/certification required: State of MN Class A CDL Driver's License. May be required to obtain endorsements for combination vehicles, air brakes, and hazardous materials, as delegated, after employment. May be required to obtain commercial applicator's license, as assigned.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Applying and following county and department policies with respect to building, road, and culvert repair and maintenance activities and projects. • Operating and using a wide variety of light to heavy construction and maintenance equipment/vehicles to accomplish job assignments. • Maintaining and servicing assigned vehicles and equipment. • Identifying noxious weeds and operating spraying equipment following proper safety procedures and precautions. • General mechanical skills in performing general carpentry, plumbing, welding, or vehicle maintenance activities. • Follows proper etiquette in dealing appropriately with the public. • Applying and following safety procedures, rules and regulations.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Working in and around high-speed traffic, high volume traffic, hazardous chemicals, inclement weather conditions, hot and cold temperatures, high temperature materials (blacktop, tar, and crack-filler), long hours when plowing snow in snowstorms and blizzards, noise, dirt, dust, fumes, icy/snowy/slippery roads, and heavy lifting.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Medium Heavy Work: Exerting up to 75 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .</p>



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms				X
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear		X		
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds				
up to 50 pounds		X	X	
up to 75 pounds		X		
up to 100 pounds		X		
more than 100 pounds		X		

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:
 Prepared 8/2011 by BCC.