

JOB VACANCY ANNOUNCEMENT

Date of Posting: 10-19-2018

The following full time position is available. Interested parties may obtain an application form from the Marion County Secondary Road Department, on the bulletin board on first floor of the courthouse, or the Marion County website www.co.marion.ia.us/offices/hr. Please submit your completed application form to the Marion County Secondary Road Department, 402 Willetts Dr, Knoxville IA 50138 by October 29, 2018, at 3:30 pm.

Job Title: Equipment Operator II (Emphasis in Mechanic Experience)
Department: Marion County Secondary Roads Department
Hours: 8 hours per day; 7:00 am to 3:30 pm; some overtime; some 10 hour days
Pay: \$21.15 may vary with experience

Essential Functions:

- Operates a dump truck or motor grader
- May operate a bulldozer, backhoe, end loader, & related heavy construction equipment
- May perform building and facility maintenance
- Maintains (washes, greases, lubricates and changes oil, filters, hoses, tires, lights and related parts) assigned vehicles
- Paints posts, markers, guardrails; cuts brush using chainsaws, trimmers and related hand and power tools
- Uses a variety of general and specialized hand and power tools including jackhammers, compressors, saws, brooms, asphalt distributors, shovels, wrenches, hoists, jacks and mechanics tools in various seasonal, emergency or cyclic repairs
- During emergencies or other designated periods, performs any maintenance, equipment operation or related tasks as assigned; may be called out after-hours and work overtime
- Cuts brush from ditches and right of way using axes, lopping shears, chainsaws and related hand and power tools

Knowledge, Skills and Abilities Required:

- High school diploma or GED
- Experience of one to three years in the operation of diesel trucks or heavy equipment used in construction, farming or tractor-trailer operations

Certificates, Licenses, Registrations:

Class B Commercial Driver's License with an air brake endorsement (unless otherwise required by the specific position). Other endorsements may also be required, including hazardous materials and liquid tank carrier. Must also maintain the driver insurability standards of the County's insurance carrier. After accepting an offer of employment, applicants may be required to have a physical examination verifying the physical ability to perform the duties described. In conjunction with Title 49 of the Code of Federal Regulations (parts 391 & 40), this job requires a pre-employment drug screen and will require ongoing participation in the employer's drug testing program. Must be available to respond to emergency situation and report within 30 minutes to the assigned facility. Some assignments may require the incumbent to obtain a pesticide applicator license.

Interested parties are encouraged to read the full job description available on the website www.co.marion.ia.us/offices/hr or from Secondary Roads Department. This vacancy notice will be posted for a minimum of 10 days.

The County Engineer shall have sole discretion to fill any vacancy.

MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

MARION COUNTY
JOB DESCRIPTION

Job Title:	Equipment Operator II	Department:	Secondary Road
Effective Date:	November 2016	FLSA Designation:	Non-Exempt
HR Approved:	<i>Lisa Seddon</i>	Reports To:	Crew Supervisor

PURPOSE

Operate dump, tanker, tractor-trailer and related trucks, as well as other heavy equipment to carry out road department functions. Perform skilled and unskilled manual labor associated with the operational functions of the Road Department. May also be assigned to perform duties associated with bridge and pavement maintenance, motor grader operation, or roadside vegetation management; performs related duties as assigned.

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.

Operate pickup truck, dump truck, tractor-trailer and tanker truck. Haul sand and gravel, move dirt, earth and related materials; remove snow; transport machinery and equipment to job sites; haul solid waste to the regional land fill, mow, pick up parts and supplies and perform related maintenance operations. Operate equipment used in spreading chemicals and abrasives use to maintain roads during winter conditions.

Operate Heavy Equipment. May operate bulldozer, backhoe, end loader, excavator, and related heavy construction equipment used in cleaning and replacing culverts; ditching; loading and unloading construction materials; replacing traffic signs; repairing bridges; installing guard rail; and pavement patching.

Operate motor grader. Operate motor grader on a regular basis by regulating the height and angle of the blade to maintain the road surface in such tasks as spreading and shaping gravel; moving earth, debris and related materials from place to place; removing snow and related seasonal maintenance operations.

Perform bridge and pavement maintenance duties. Operate equipment and perform manual labor as necessary to repair and maintain bridges and pavements; including, but not limited to; concrete and asphalt pavement patching, crack

sealing, seal coating and shouldering. Repair bridges and guardrail; including but not limited to; deck replacement or repair, installation of guardrail, welding, placing of erosion control and removal of brush and drift.

Perform duties associated with roadside vegetation management. Coordinate use, document use and service, and operate brush mower or tractor mowers. Cut brush from ditches and right of way using axes, lopping shears, chainsaws and related hand and power tools and remove trash and debris from roadsides right-of-way.

Use a variety of general and specialized hand and power tools. Utilize tools including in various routine, seasonal, emergency or cyclic maintenance and construction duties.

Maintain and service assigned vehicles. Wash; grease; lubricate; change oil, filters, blades, hoses, tires, lights and related parts. Clean and remove dirt and debris from spreaders, hoppers and other moving parts to ensure equipment functions properly. Service, document and repair assigned equipment and related parts; assists mechanics as may be necessary.

Maintain records. Document use and service of assigned equipment used in maintenance operations. Keep daily records of the work day and maintenance operations for particular jobs. Document rock hauled, roads graded, fuel used, and other related operational functions.

Clean shop. Sweep, wash and vacuum. Pick up items that could create unsafe conditions. Put tools away for easy access. Apply oil dry. Generally keep shop work and storage areas neat, orderly and clean.

Perform Miscellaneous Labor. Erect various types of traffic control devices, flag traffic, maintain and repair Road Department property and buildings, fabricate parts and equipment

Respond to Emergency Situations. Must be available to respond to emergency situation or safety issue and report within 30 minutes to the assigned facility. During emergencies or other designated periods perform any maintenance, equipment operation or related tasks as assigned. May be called out after-hours and work overtime in these situations.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High school diploma or General Education Degree (GED).

Experience of one to three years in the operation of diesel trucks or heavy equipment used in construction, farming, maintenance or tractor-trailer operations.

Certificates, Licenses, Registrations

Driver's License – Required

Class B CDL with air brake endorsement – Required

Class A CDL, tanker endorsement – Preferred

MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Language Ability

Requires the ability to understand and follow oral or written instructions and to interact with the public and fellow employees in providing and/or receiving basic operational information either directly or via two-way radio.

Mathematical Skills

Uses basic arithmetic operations (addition, subtraction, multiplication and division) in completing time and operational reports.

Cognitive Demands

Requires knowledge of the mechanical and related operational characteristics of multi-purpose trucks related heavy equipment and occupational hazards and appropriate safety precautions used in equipment operation as well as the basic principles and techniques utilized in the effective maintenance of gravel and paved roads in a secondary road system. Requires reasoning development sufficient to carry out operational tasks independently and to deal with problems that involve several variables in standardized situations. Ability to read with sufficient comprehension to compare similarities and differences between words and numbers and write numbers, letters and simple sentences. Requires the ability to coordinate eyes, hand, fingers, arms and legs and to make a movement response accurately and swiftly, to respond to visual stimuli in turning and maneuvering operations, excellent depth, spatial and field of vision to see objects 20 feet or more and keep alert while operating equipment.

Equipment Used

Dump truck, tanker, tractor-trailer, bucket Truck

Hand Tools

Welder & Torch

Air Tools and Electric Drills, Grinders

Heavy Construction Equipment

Telephone/Fax

Motor grader, pickup

Physical Demands

Work involves regular standing, walking and occasional crouching, crawling, stooping, kneeling, pushing, pulling, lifting and carrying heavy objects up to 100 pounds. Extensive use of hands, fingers, legs, arms in grasping objects, driving equipment and using hand and power tools involved in maintenance functions. Climb into and out of cabs of various equipment (trucks, motor patrols, backhoes, draglines, etc.). Uses hoists, jacks and related mechanical equipment to lift and align heavy parts and equipment in repair and operational tasks.

Environmental Adaptability

Primarily outside work subject to temperature extremes at various times of year. Work is performed in an environment with exposure to numerous undesirable conditions including noise, dust and fumes, and exposure to moving parts. Potential for serious injury such as loss of limb or life exists due to nature of work, such as blind corners, gravel road surfaces, slow moving farm equipment, speeding traffic, storm and related damages to roads. Normal winter hazards associated with winter duty such as glare, ice, etc. Willingness to work alone or apart in physical isolation from others for prolonged periods.

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's Signature

Date

Department Head

Date

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

MARION COUNTY

APPLICATION FOR EMPLOYMENT

If you need help to fill out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. Please complete all sides of the form. If more space is needed to complete any questions, use an extra sheet of paper. Print clearly; illegible applications will not be processed.

All qualified applications will receive consideration without unlawful discrimination because of race, creed, religion, color, sex, sexual orientation, gender identity, age, national origin or disability.

Last Name	First	Middle
Street Address	Are you at least 18 years of age? Yes _____ No _____	Do you have a legal right to work in the United State full-time? Yes _____ No _____
City/Town	State _____ Zip Code: _____	Telephone Number(s) () ()
Position you are applying for: (Maximum of 2) 1. 2.		Date Available:
		Email Address:
Have you ever been employed by Marion County? Yes _____ No _____ If yes, give dates you were employed:	Position	Reason for Leaving

List all of the formal education that you have completed. Use a separate sheet of paper if you need additional space.

Name/Location	Did You Graduate?	Major Subject
High School(s)	YES _____ NO _____ If no, list the highest level completed:	
College(s)	YES _____ NO _____ If no, list the highest level completed:	
Trade School(s)	YES _____ NO _____ If no, list the highest level completed:	

List employment starting with your most recent job during the past 10 years. Account for any time period that you were unemployed by stating the nature of your activities. Use back or separate sheet of paper if necessary.

Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
May we contact your current employer? Yes _____ No _____			

List any professional, trade groups, organizations, machinery/tools operated in past, or special skills that you consider relevant to your ability to perform this job:

Were you in the Military? Yes _____ No _____ Branch: _____

Do you have any experience from your military service that would be relevant to the job(s) for which you are applying?

If yes, please explain: _____

Have you ever been convicted of a felony? (For purposes of this questions, convicted includes plead guilty, plead no contest or been given a deferred sentence of judgment.) Yes _____ No _____

If yes, please explain: _____

Note: A conviction will not automatically disqualify an applicant for a particular job and that the type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and educational history will be considered.

Have you been given a job description or had the requirement of the job explained to you? Yes _____ No _____

Answer the questions in this box only if you have received a copy of the job description or had the requirements of the job thoroughly explained to you.

Do you understand the requirements? Yes _____ No _____

Can you perform the requirement of this job with or without reasonable accommodations? Yes _____ No _____

If the job requires, do you have the appropriate valid driver's license? Yes _____ No _____

DL#: _____ Type: _____ State of License _____

Have you had any moving violations? Please describe:

Signature: (if signed at different time than below) _____ Date: (if different than below) _____

I understand:

That completing this application does not constitute an offer of employment.

That in connection with the application process, Marion County may conduct a background investigation and request information from my past employers, education institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I understand that such investigation may also include, but is not limited to, any criminal records and motor vehicle driving records. I have read Marion County's Applicant Background Checks and Employee Investigation Policy, which I fully understand and which indicates that if Marion County utilizes the services of a consumer reporting agency, the Company follows the provisions of the Fair Credit Reporting Act and will provide a notice to the applicant and request a separate Release of Information form from the applicant.

That I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Marion County at the post-offer stage. I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations.

That use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post-offer pre-employment physical examination. I also understand that, if employed, I may be required to submit to an alcohol or drug screening according to state law. I agree that Marion County shall be entitled to receive full and complete reports and records governing any alcohol or drug screening, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to this organization full and complete reports and records covering such examinations.

That if I sustain any injury or illness while in the employment of this organization, I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations, condition, care and treatment related to or resulting from the alleged illness or injury.

That if employment is obtained under this application, I will comply with all rules and policies of the organization. I agree to be responsible for the organization's property and equipment issued to me by the organization until returned by me. I agree to pay for property and equipment not returned, and authorize the organization to withhold an amount equal to the value of the property not returned by me from my final pay.

That this employment application and any other employee related documents are not contracts of employment and that Marion County follows an "employment at-will" policy that an individual who is hired may voluntarily leave employment or may be terminated by the employer at any time for any or no reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

That this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

Smoking Ban Notice:

Applicants for employment with Marion County are advised that smoking is banned by state law (Iowa Code Chapter 142D) on all Company grounds and in all Company facilities which includes motor vehicles and equipment. Applicants are further advised that their job duties may include entering into areas where smoking is not regulated and where smoking is occurring. (Iowa Code Section 142d.6(2))

I have provided complete and truthful information to Marion County regarding all sources of information about my past employment, education, licensure, certification, criminal conviction record, as well as any other information requested in the employment application, and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge.

I have carefully read all the statements regarding requests, authorizations, consents and releases and have voluntarily agreed to assist Marion County in evaluating my qualifications for employment and in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who do not pose a risk of serious harm in the workplace.

I understand that with the exception of any credit or investigative reports received under the Fair Credit Reporting Act, all information and documents generated, received or maintained by Marion County during, or as a result of, its investigation will be maintained as confidential information in Human Resources and Marion County will not release such information or documents to me.

Signature of Applicant:

Date:

NOTICE OF APPLICANT BACKGROUND CHECKS AND EMPLOYEE INVESTIGATIVE POLICY

Marion County recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent, and do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring an individual, Marion County reserves the right to investigate the individual's prior employment history, personal references and educational background, as well as other relevant information that is reasonably available to Marion County. In hiring for certain positions, Marion County may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign a provision form, request, authorization, consent and release of information to Marion County and release form liability for disclosure of information included in Marion County's application form. Consistent with legal requirements, Marion County reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the application form as requested.

In addition, Marion County may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Employee investigations may, where appropriate, include credit reports and investigation of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. Employees subject to such investigations are required to reasonably cooperate with Marion County's lawful efforts to obtain relevant information, and may be disciplined up to and including discharge for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful or criminal behavior of co-employees, supervisors, customers, clients or visitors that may negatively affect the safety, security, productivity or financial interests of Marion County or its workplace to Human Resources.

Marion County's separate policies regarding Company Property, Security, Privacy and Searches, and its Drug-Free Workplace Policy, provide further information about Marion County's discretion to investigate employees and mandatory employee reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting Human Resources.