

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

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**EQUIPMENT OPERATOR SENIOR**

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**DEFINITION**

Serves as a lead worker and provides or oversees specialized highway maintenance services and assists in the coordination of work by assisting in the planning of work schedules, providing leadership and guidance to equipment operators, coordinating maintenance operations in the field, monitoring work performed, compiling crew work statistics and documenting crew activities; performs related work as required.

*The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

**WORK EXAMPLES**

Assists the supervisor by instructing employees, answering questions, distributing, balancing and checking workload; may make suggestions on appointments, promotions, and reassignments; directs the operations of the crew in the absence of the supervisor.

Assists in the inspection of highways and bridges to help assure quality and determine maintenance needs of surface, shoulder, structures, drainage facilities, signs, traffic markings, and right of way areas; oversees crew maintenance activities in the field by ensuring staff time, materials, and necessary equipment are available.

Operates various highway maintenance equipment, such as, but not limited to, tractors, dozers, loaders, trucks, graders and snow plows performing highway maintenance duties; oversees material usage in the field and ensures crew is addressing the assigned operations properly; maintains records of the quantities of supplies used.

Determines the need for emergency highway maintenance activities by evaluating and determining road conditions during inclement weather conditions through the use of computer applications, such as the Roadway Weather Information System (RWIS), weather reports, personal observations, or reports from law enforcement officials and the general public; directs and coordinates employees in the removal of snow, ice, or hazardous materials from the highway surface through the use of plows, spreaders, maintainers, tractors, etc.; also involves coordination of work with other states, cities, counties, and other state maintenance shops and assist them if they need extra personnel in emergency situations.

Prepares daily crew reports and time sheets on computer; maintains the crew report log by detailing daily crew activities.

Maintains the service of the equipment assigned by changing oil, greasing, checking coolant levels, fluid levels, transmission and rear ends, tires, and lights, and washing; keeps other operators aware of service schedules for their assigned equipment.

Trains personnel in the safe operation of equipment and seasonal operations.

Maintains the grounds and buildings, keeps track of equipment stored in buildings and outside, and maintains inventory records which includes tracking stock room supplies, salt, sand, and salt brine usage, and other material usage.

Answers inquiries and provides information to the general public on maintenance responsibilities and duties as they relate to the use and upkeep of state property within and along the highway right of way.

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**COMPETENCIES REQUIRED**

Knowledge of specialized highway maintenance equipment, its operation and use.

Knowledge of highway maintenance procedures, techniques, terminology and specifications.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Knowledge of applicable department policies, procedures, and regulations pertaining to highway and equipment maintenance, record keeping, budgeting, and reporting requirements.

Knowledge of characteristics and special needs of highways within assigned areas.

Knowledge of effects of weather on road surfaces.

Knowledge of rules and regulations pertaining to proper placement of signs and placards within and along the highway right of way.

Knowledge of winter maintenance operations, such as anti-icing and deicing principles.

Ability to occasionally (1-33% of the time) lift/lower, carry and push/pull various amounts of force within the "heavy work" as defined by the US Department of Labor; team lift or mechanical assist recommended for weights over 75 pounds. Related work examples: 60 pound jack hammer, 60 pound high speed and front plow ice blades, 50 pound calcium chloride and pavement patch, and 160 pound 9' ice blade, etc.

Ability to read and write English.

Ability to understand and follow verbal and written directions/instructions given in English.

Ability to train and direct crew members.

Ability to read and understand plans/specifications may be required for some positions.

Ability to plan, prepare and monitor budget expenditures.

Ability to plan and monitor maintenance activities.

Ability to deal tactfully and courteously with the public and contractors.

Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations.

Ability to drive vehicles in a safe and conscientious manner.

Ability to drive equipment with a manual transmission and clutch.

Ability to climb, kneel, crouch, crawl, stoop and twist and perform duties using appropriate tools and equipment within safety standards.

Ability to walk over uneven ground.

Ability to accurately perform mathematic calculations.

Ability to operate computers and/or other electronic devices and use programs/applications to conduct Department of Transportation business.

Ability to assist with on-the-job training for new employees.

Ability to appropriately use anti-icing or deicing materials.

Skill in operating computers and related software applications to record and receive data and make decisions regarding times, temperatures, weather conditions, and material usage.

Skill in use of Roadway Weather Information System (RWIS), weather reports and other related computer software applications.

Skill in calibrating and maintaining electronic/hydraulic controls to ensure proper amount of materials are being applied to the roadway.

Skill in the operation of hand tools, power tools, and light and heavy highway maintenance equipment.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

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Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from high school, or G.E.D. and two years of full-time highway maintenance and equipment operation work;

OR

an equivalent combination of education and experience substituting one year (thirty semester hours) of accredited post high school education in construction technology/management, or engineering for each year of the required experience;

OR

employees with current continuous experience in the State Executive Branch that includes eighteen months of full-time work as a Highway Technician Associate.

**NECESSARY SPECIAL REQUIREMENTS**

Positions in this class require possession of a valid Commercial Learner's Permit upon hire. Within a timeframe determined by the appointing authority, a valid Class A Commercial Driver's License with the required endorsements and applicable restrictions must be obtained and subsequently maintained in order to continue employment.

In conjunction with Title 49 of the Code of Federal Regulations (parts 40 and 382), this job requires a pre-employment drug screen and will require ongoing participation in the employer's random drug and alcohol testing program and will be subject to the regulations regarding the Federal drug and alcohol testing program.

Prior to starting employment, all persons are required to have a post offer pre-employment physical verifying the physical ability to perform the duties described.

Within a period of time as determined by the appointing authority, designated positions are required to have and maintain a current Herbicide Applicator certification from the Department of Agriculture and Land Stewardship.

**NOTES**

Employees must be able to travel and may be required to stay away from home overnight during assignments.

Within a timeframe as determined by the appointing authority, employees are required to reside within 30 minutes driving time, during normal conditions, from assigned work location.

Employees must respond to emergency situations as required.

Employees must be able to work up to 16 consecutive hours.

Effective Date: 11/17 SA