



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

## **OPERATOR II**

### **DAWSON COUNTY PUBLIC WORKS - ROADS**

Full-Time/Hourly/Non-Exempt

#### **JOB SUMMARY**

This position is responsible for operating a tractor and other equipment to construct and maintain county roads, rights-of-way and drainage systems.

#### **ESSENTIAL DUTIES**

- Operates a tractor with broom mower to mow grass along county roadsides.
- Operates a bush hog to remove bushes from county roadsides.
- Operates a front-end loader or tractor loader to load trucks.
- Operates a dump truck to haul gravel and sand.
- Operates a dump truck with blade to scrape snow and spread salt.
- Operates a broom tractor to sweep county roads.
- May operate a bulldozer and paving machine.
- Performs such labor task as building fences, repairing and replacing signs, laying pipe, patching roads, cleaning out pipes, and flagging traffic.
- Operates a hay spreader and hydro-seeder.
- Operates a chainsaw and chipper to clear limbs and debris from county rights-of-way.
- Performs daily checks of oil and fluid levels and tire on equipment and machinery.
- Builds forms, sets per-fabricates forms, pours and finishes concrete for curbs and gutters.
- Assists with constructing bridges.
- Operates the fuel service trucks as needed.
- Places warning signs around work areas.
- Performs general clerical and secretarial duties for the Road Superintendent: completes purchase orders, type fuel reports, orders signs, maintains files, and assists with maintaining employee time records.
- Performs other related duties as assigned.
- Input daily task in asset management software utilizing a mobile device.
- Responds to after-hours emergencies and calls as needed.

## KNOWLEDGE / SKILLS / ABILITY

### KNOWLEDGE OF:

- County policies and procedures pertaining to right-of-way maintenance and improvement.
- County geography, including the location of roads and rights-of-way.
- Department and OSHA safety rules and regulations.

### SKILL IN:

- Operating such equipment as a tractor, dump truck, bush hog, and various hand power tools.
- Operating standard office equipment.
- Dealing with the public.
- Verbal and written communication.

### ABILITY TO:

- Read, write, and perform basic mathematical calculations.
- Perform some heavy lifting.

## CONTACTS

- Contacts are typically co-workers and the general public.
- Contacts are typically to exchange information and provide services.

## ADA MINIMUM REQUIREMENTS

**Scope of Performance:** The purpose of this position is to cut grass and perform other related duties to maintain county rights-of-way. Successful performance helps ensure attractive and well-maintained roadsides.

**Physical Ability:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee is frequently required to lift light and heavy objects, up to 25 pounds regularly and up to 80 pounds occasionally, climb ladders and use tools or equipment requiring a high degree of dexterity.

**Environmental Factors:** The work is typically performed outdoors. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts, and inclement weather. The work requires the use of protective devices such as mask, goggles or gloves.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Road Superintendent assigns work in terms of general instructions. Completed work is spot-checked for compliance with instruction and procedure, accuracy, and the nature and propriety of the final result.

**MINIMUM QUALIFICATIONS / CERTIFICATIONS**

- Applicant must be 18 years of age or older.
- Applicant must have ability to read, write, and perform basic mathematical calculations; high school diploma or equivalent is preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had similar position for one to two years.
- Applicant must have possession of a Class A or Class B license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_