

**Monona County**  
**Employer's Job Description**  
(Revised 2020)

**Name:** \_\_\_\_\_ **Department:** Secondary Roads  
**Position Title:** Maintenance Operator III **Pay Grade:** TBD  
**Status:** Hourly / Non-exempt **Reports To:** Area Road Foreman

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**Primary Purpose of Position**

The primary purpose of this position is to operate heavy roadway maintenance and construction equipment in order to perform a variety of skilled highway maintenance tasks.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Supervisory or County Engineer:**

- Performs skilled construction, maintenance and repairs of County roadways, roadway structures, culverts, bridges, weirs and traffic control devices.
- Operates and maintains a variety of special equipment such as motor grader, excavator and other automotive, maintenance and construction equipment.
- Operates a motor grader with wing and/or v-plow for snow removal from gravel roadway surfaces.
- Supervises the required activities required to repair, replace and maintain roadway structures, culverts, bridges, weirs and traffic control devices.
- Service equipment as assigned.
- Complete reports for maintenance records of vehicles and equipment.
- Serves as a member of the survey crew when required.
- Perform other related duties as directed.

**Qualifications and Prerequisites:**

- Knowledge of light and heavy motorized equipment used in highway or street maintenance.
- Knowledge of the proficiency of ice and snow control.
- Knowledge of the methods and operations of industrial or construction equipment.
- Knowledge of the repair and servicing of construction and maintenance equipment.
- Ability to perform manual labor in inclement weather for extended periods of time.
- Ability to obtain a Class A Commercial Drivers License with air brake endorsement within six (6) months of employment.
- Ability to understand and follow written and oral instructions.
- Ability to establish and maintain an effective working relationship with fellow employees and the public.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Completion of high school or GED equivalent. Experience in the operation of heavy and light motorized maintenance and construction equipment. Posses a current Class B Iowa Commercial Drivers License with air brake endorsement and show proof of insurance.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment.

Ability to work independently and to follow a work plan with or without instructions

Ability to understand well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate professionally and courteously with the general public and other employees and vendors.

**Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must also have the ability to remain calm and professional in stressful situations, and the ability to work independently and to exercise good judgment in making

**Physical Requirements**

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, pushing, pulling, and carry a minimum of 100 lbs.

Vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception and the ability to adjust and focus.

**Environmental Conditions**

Ability to work under some uncomfortable conditions inside and outside where exposure to injury is possible, including moderately noisy conditions and exposure to vibration, dirt, dusts, odor, and fumes.

**Compliance**

Compliance with the employee handbook, employer policies, department work rules, and supervisor directives.

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Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer  
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**Employee Acknowledge**

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Elected Official or Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date