

KENT COUNTY GOVERNMENT

Job Description

Job Title: Motor Equipment Operator I	Grade: 2
Department: Public Works Dept / Roads Division	FLSA Status: Non-Exempt
Revised Date: 09/03/2015	Approved Date:

Job Summary: The primary duty of the MEO I is to operate medium weight vehicles. Performs all maintenance and repair of county roads as assigned.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Responsible for maintenance and repair duties on county roads as assigned which includes, tarring, patching and painting.
 - Handles hauling materials needed to repair roads.
 - Responsible for identifying and fixing pipe related issues on roads as necessary.
 - Operates a variety of medium weight vehicles as it relates to road maintenance.
 - Maintains and corrects ditch issues to ensure appropriate drainage exists on roads.
 - Removes trash and debris off of roads as assigned.
 - Provides landscaping services to maintain roads.
 - Provides snow removal as assigned.
 - Inspects and checks the safety of all roads, bridges, and landings as assigned.
 - Engages in road traffic emergencies, and pedestrian, driver diverting and rerouting as needed.
 - Interacts with the public as it relates to road and safety issues.
 - Performs other duties as required.
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Supervision: The position reports to the Roads Crew Leader and does not supervise staff.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- **Problem Solving:** Anticipates problems; sees how a problem and its solution will affect other areas; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions.
- **Attention to Detail:** Is alert in a high-risk environment; follows detailed procedures and ensures accuracy; concentrates on routine work details. Recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor of problems in a timely manner.
- **Flexibility:** Adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks.
- **Organization:** Able to manage multiple projects; able to determine project urgency in a practical way.
- **Responsiveness:** Responds to requests for service in a timely and thorough manner; does what is necessary to ensure customer satisfaction; prioritizes customer needs.
- **Communication:** Ability to communicate with people in a calm and clear manner.
- **Mechanical Skill:** Ability to work with a variety of mechanical equipment safely.

Education and Experience:

- High School diploma or GED.
 - One to three months related experience and/or training.
 - Or equivalent technical training, education or experience.
 - One year of satisfactory paid employment in the operation of automotive farm equipment or trucks; must have experience with vehicles using pedal operated clutch and four speed manual selection, non-synchromesh transmission.
 - Valid Maryland Driver's License and an acceptable motor vehicle record.
 - CDL License or equivalent within six months of hire.
 - Fork lift operator license and safety certificate
 - Certification in flagging, tree trimming and herbicide application required.
 - Emergency response experience required.
 - Experience operating a bucket truck, snow plow, front end loader, loadall, chainsaw, chipper, truck rollers and other construction related equipment required.
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Physical and Environmental Conditions:

Work is conducted in a variety of outdoor settings that can expose the employee to occasional discomforts from exposure to less than optimal temperature and air conditions. The position routinely requires lifting and moving of heavy items, such as equipment, boxes (up to 80 pounds) and/or very long periods of walking on a routine basis, and/or standing for long periods of time and/or frequently requires stooping and bending.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of outdoor work.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This and all County positions are subject to transfer, based on need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

KENT COUNTY GOVERNMENT

Job Description

Job Title: Motor Equipment Operator II	Grade: 3
Department: Public Works Dept / Roads Division	FLSA Status: Non-Exempt
Revised Date: 09/03/2015	Approved Date:

Job Summary: The primary duty of the MEO II is to operate medium to heavy equipment. Performs all maintenance and repair of county roads as assigned.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Responsible for operating all medium to heavy equipment and machinery that supports the maintenance and repair duties on county roads as assigned.
 - Handles hauling materials needed to repair roads, and operates all medium to heavy vehicles that support such duties.
 - Responsible for responding to issues that have been identified in order to repair and maintain roads.
 - Maintains all equipment and makes repairs to equipment as needed.
 - Removes trash and debris off of roads as assigned using equipment assigned.
 - Provides landscaping services using assigned equipment in order to maintain roads.
 - Operates snow plows for snow removal.
 - May be required, on occasion, to train and direct the work of a small crew.
 - Performs manual work such as digging ditches.
 - Keeps daily records as required.
 - Engages in road traffic emergencies, operating equipment as assigned.
 - Interacts with the public as it relates to road and safety issues and requests.
 - Performs other duties as required.
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Supervision: The position reports to the Crew Leader and does not supervise staff.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- **Problem Solving:** Anticipates problems; sees how a problem and its solution will affect other areas; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions.
- **Attention to Detail:** Is alert in a high-risk environment; follows detailed procedures and ensures accuracy; concentrates on routine work details. Recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor of problems in a timely manner.
- **Flexibility:** Adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks.
- **Organization:** Able to manage multiple projects; able to determine project urgency in a practical way.

- Responsiveness: Responds to requests for service in a timely and thorough manner; does what is necessary to ensure customer satisfaction; prioritizes customer needs.
 - Communication: Ability to communicate with people in a calm and clear manner.
 - Mechanical Skill: Ability to work with a variety of mechanical equipment safely.
 - Additional Requirements, must:
 - Pass the DOT Physical.
 - Be able to pass the required physical examination for this position.
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Education and Experience:

- High School diploma or GED.
 - One to three months related experience and/or training.
 - Or equivalent technical training, education or experience.
 - Two years' experience in driving a 2 ½ ton truck, operating a belt loader, front-end loader, mowing tractor, brush clipper and other maintenance equipment.
 - Valid Maryland Driver's License and CDL Licenses, and an acceptable motor vehicle record.
 - Fork lift operator license and safety certificate
 - Certification in flagging, tree trimming and herbicide application required.
 - CPR certification required.
 - Emergency response experience required.
 - Experience operating a bucket truck, snow plow, front end loader, loadall, chainsaw, chipper, truck rollers and other construction related equipment required.
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Physical and Environmental Conditions:

Work is conducted in a variety of outdoor settings that can expose the employee to occasional discomforts from exposure to less than optimal temperature and air conditions. The position routinely requires lifting of heavy items, such as equipment, boxes (up to 80 pounds) and/or very long periods of walking on a routine basis, and/or standing for long periods of time and/or frequently requires stooping and bending.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of outdoor work.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This and all County positions are subject to transfer, based on need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I have read and understand this job description.

Employee Signature

Date