

FAIRFIELD COUNTY

JOB TITLE: HEAVY EQUIPMENT COORDINATOR
PUBLIC WORKSGENERAL STATEMENT OF JOB

Under general supervision, is responsible for directing and overseeing road crews in the construction and maintenance of roads and bridges in Fairfield County. Reports to the Public Works Director.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Supervises motorgrader operators and inmates in a variety of projects using heavy equipment and machinery such as rescraping and replacing road surfaces; keeping drainage ditches open; keeping roads scraped and crowned; installing driveways, sidewalks, and curbing; clearing roads of downed trees, snow and ice, and other debris; repairing and replacing bridges; etc.

Performs such supervisory duties as instructing subordinates and assigning and reviewing work of same.

Performs general labor as required in the maintenance and construction of roads and bridges, drainage systems, curbing and guttering, driveways, shoulders, etc.

Repairs and constructs bridges as directed.

Loads hauls, and properly dumps dirt, gravel, etc. to jobsite.

Installs pipes for driveways; shovels and rakes debris from pipes, ditches, catch basins, etc.

Cuts trees and limbs back form roads; cuts weeds and grass around mailboxes and signs.

Picks up and hauls trash around dumpsters.

Operates a variety of types of heavy equipment such as backhoe, front end loader, dump truck, motorgrader, tractors, etc. Operates/utilizes other equipment such as shovel, pitch fork, rake, chainsaw, axe, etc.

Performs routine preventive maintenance and corrective maintenance on vehicles and equipment.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with three years of experience in road maintenance and construction and the operation of heavy equipment and machinery. Must possess a valid S.C. Commercial Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle as well as a variety of types of motor equipment and other equipment including grader, loader, backhoe, roller, various trucks, saws, shovel, rake, etc. Must be physically able to exert up to forty pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; position requires walking, standing, reaching, stooping, crouching, etc. Must be able to lift and/or carry weights of approximately seventy-five pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or instructions to assistants.

Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read and comprehend a variety of documents and reports. Requires the ability to communicate with co-workers, other County personnel, subordinates, general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems such as road construction, personnel, etc., in order to solve problems and deal with a variety of concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing maintenance and other equipment. Must be able to operate various types of motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has working knowledge of procedures, methods, materials, and equipment used in the maintenance and construction of roads and bridges. Has considerable knowledge of all safety procedures and precautions related to the use of heavy equipment and the ability to implement and enforce them. Knows how to read and complete documents as required. Has good supervisory skills; is able to deal effectively with subordinate employees and inmates. Is able to

coordinate well with others and maintain effective relationships with subordinate employees. Is able to operate and maintain a variety of types of heavy equipment and machinery. Has the ability to use commonsense understanding and independent judgment in routine situations. Is able to perform duties under adverse conditions including heat, cold, wetness, humidity, noise, dusts, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and

effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.