

Employer Information

Yankton County Highway Department
3302 W City Limits Road
Yankton, SD 57078
(605) 260-4473

Functional Job Description

Job Title	<i>Part Time Summer Position</i>
Job Sub-title	Highway Department
Classification	Non-Exempt
Reports to	Highway Superintendent, Operations Manager and/or Highway Foreman
Supervisory Role	As delegated by the Department Head or Designated Supervisor
Introductory Period	180 Days from commencement of work
Self-Termination	2 Weeks or 10 working days
License Requirement	Valid Driver's License
Job Objective	Responsible for operating highway equipment while constructing and maintaining county roads, road sides, signs and mowing.
Hours of Work	10 Hours <u>Summer</u> (6:30 am to 5:00 pm) or as assigned
Clothing	Hard Hat, Steel Toed Shoes/Boots, Safety Glasses, Leather gloves, rubber gloves, rain coat, seasonal outerwear, or other Personal Protective Equipment (PPE) required to the task assigned.
Equipment/Tools	Forklift, various carts/dollies, ladders/step stools, tools of various weights and sizes, overhead pulley system, shovels, cleaning tools, large/heavy equipment and machinery, parts for machinery of various shapes and sizes, and weed and pesticide chemicals.

Statement of Duties

- Participates in such road surface repair duties such as patching, grading, chipping, sealing, mowing and other related repairs
- Includes operating specialized equipment needed to complete such repairs
- Performs roadside maintenance duties such as mowing and trimming; litter and trash pickup; cleaning and reshaping ditches; and inspection, cleaning, replacing minor drainage structures
- Report/repair signs and supports needing replacement and/or repair
- Inspects roadways and roadsides to identify where work and repair is required
- Assists with maintaining traffic control and establishing work site traffic control and flagging
- Operates hand equipment such as (but not limited to) post drivers, chain saws, string trimmers and small hand tools
- Completes required paperwork such as time sheets and scale tickets
- Operates welding and cutting torches
- Performs light maintenance on trucks such as checking water, oil and tires
- Perform janitorial duties as assigned
- Expected to use caution when operating equipment
- Follow road/shop policies and procedures including safety procedures
- Able to work assigned duties without direct supervision

Qualifications, Skills and Knowledge

- Ability to safely operate a variety of maintenance equipment ranging from hand tools to large vehicular equipment
- High school education or equivalent with related work experience preferred
- Working knowledge of and ability to follow general department work methods and procedures
- Ability to safely use material used in department work activities
- Knowledge of traffic laws that apply to light and heavy equipment

Essential Job Functions:

Function: Travel and Operate Highway Equipment

Activity: travel to/from various areas

Walking (Frequently) indoors and outdoors on a smooth, slippery and uneven surface for 300 ft. to travel to/from various areas to operate and maintain highway equipment.

Activity: climb on to equipment

Step Ladder Climbing (Frequently) 8 ft. ladder with 8 steps, to climb on and to operate and maintain highway equipment.

Activity: drive vehicles

Sitting (Continuously) for 3 hr. to drive vehicles to operate and maintain highway equipment.

Function: Operate and Maintain Highway Equipment

Activity: perform maintenance duties

Crouching (Occasionally) for 5 min. indoors and outdoors on a smooth, slippery and uneven surface to perform maintenance duties to operate and maintain highway equipment.

Kneeling (Occasionally) for 5 min. indoors and outdoors on a smooth, slippery and uneven surface to perform maintenance duties to operate and maintain highway equipment.

Elevated Work (Continuously) using either hang to perform maintenance duties to operate and maintain highway equipment.

Activity: use tools

Left Hand Grip (Frequently) static grip with a force of 80 lb. using the left hand grip to use tools to operate and maintain highway equipment.

Right Hand Grip (Frequently) static grip with a force of 80 lb. using the right hand grip to use tools to operate and maintain highway equipment.

Function: Transition Parts or Equipment within the Facility

Activity: move heavy equipment

Pulling (Frequently) horizontal at a self-selected height with a force of 60 lb. up to a distance of 100ft. indoors and outdoors on a smooth and slippery surface to move heavy equipment to transition parts or equipment within the facility.

Pushing (Frequently) horizontal at a self-selected height with a force of 60lb. up to a distance of 100 ft. indoors and outdoors on a smooth and slippery surface to move heavy equipment to transition parts or equipment within the facility.

Floor To Waist Lift (Rarely) 100 lb. from 20in. to 62 in. indoors and outdoors on a smooth, slippery and uneven surface to move heavy equipment to transition parts or equipment within the facility.

Floor To Waist Lift (Frequently) 50.1b.from 20 ft. to 62 in. indoors and outdoors on a smooth, slippery and uneven surface to move heavy equipment to transition parts or equipment within the facility.

Right Carry (Frequently) 50 lb. for a distance of 100.0 ft. indoors and outdoors on a smooth, slippery and uneven surface to move heavy equipment to transition parts or equipment within the facility.

Floor To Waist Lift (Occasionally) 80 lb. indoors and outdoors on a smooth, slippery and uneven surface to move heavy equipment to transition parts or equipment within the facility.

Function: depositor retrieve parts from inventory

Activity: reach up to shelves

Waist To Crown Lift (Occasionally) 20 lb. to 86 in. indoors on a smooth surface to reach up to deposit or retrieve parts from inventory.

Marginal Job Functions

Function: prepare snow removal equipment

Activity: lift tire chains off floor

Right Carry (Rarely) 80 lb. to 55 in for a distance of 100.0 ft. indoors and outdoors on a smooth, slippery and uneven surface to lift tire chains off floor to get snow equipment ready.

Floor To Waist Lift (Rarely) 100 lb. to 55 in. for a distance of 100.0 ft. indoors and outdoors on a smooth, slippery and uneven surface to 11ft tire chains off floor to get snow equipment ready.

Activity: transport blades

Right Carry (Rarely) 80 lb. for a distance of 100.0 ft. indoors and outdoors on a smooth, slippery and uneven surface to transport blades to get snow equipment ready.

Validated

Rarely 1-5% of the day

Occasionally 6-33% of the day

Frequently 34-66% of the day

Continuously 67-100% of the day