

Clinton County, Iowa Job Description

Job Title: Patrol Operator	Reports to: Sub-Foreman and Maintenance Superintendent
Department: Clinton County Secondary Road Dept.	Pay Band: B23
Revision Date: September 2024	FLSA: Non Exempt

SUMMARY: Serves as Patrol Operator to the Maintenance Superintendent. Under general supervision and direction performs skilled work in the operation of various heavy equipment to complete roadway maintenance, construction projects and snow removal. The Patrol Operator will lead by example the behaviors and work ethic becoming of Clinton County.

Essential Job Duties and Responsibilities:

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Maintains a positive working relationship with the Secondary Road Department staff, other agencies and departments and the general public.
- Provides customer service that is courteous and responsive to both public and other agencies and departments by email, phone, or in person.
- Must maintain confidentiality.
- Ability to complete work by deadlines, which can change at the last minute and maintain professionalism.
- Must have proficient organizational skills and able to prioritize.
- Responsible for safe and efficient operation of heavy equipment and tools used in roadway maintenance and construction projects including, but not limited to: dump truck, excavator, skid steer, bulldozer, motor grader, front end-loader, mower, chain saw, roller, snowblower, compactor, concrete saw and brush chipper.
- Perform regular inspections of equipment to ensure safety and operability.
- Perform preventive maintenance on assigned equipment on a regular basis.
- Perform routine maintenance on assigned equipment as necessary.
- Operate equipment on roadway maintenance and construction projects including, but not limited to: grading roads and ditches, excavation and earth moving, sign replacement, maintaining and repairing bridges and culverts, laying pipe and tile, building catch basins, digging and cleaning ditches, patching PCC and HMA roads, brush cutting, spreading rock and shoulder maintenance.
- Operate motor grader trucks, loaders and snowblower for snow and ice removal.
- Perform manual labor as necessary to conduct general road maintenance and construction.
- Identify sections of aggregate roads which require maintenance, resurfacing, and drainage improvements.

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Minimum Qualifications Requirements - (Education and Experience):

Education: High School diploma or GED required.

Work Experience: One (1) year of experience operating heavy equipment. One (1) year experience in road construction/maintenance.

Minimum Qualifications - (Knowledge, Skills and Abilities):

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize smart phone for communication purposes.
- Ability to establish and maintain effective working relationship with co-workers, other agencies and departments as well as general public.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Ability to interact with a variety of people, some in emotionally stress situations.
- Ability to adhere to policy and maintain confidentiality.
- Ability to uphold a positive image of the Clinton County Secondary Roads Department.
- Possess effective communication and negotiation skills.
- Demonstrate knowledge of principles, practices, materials and equipment use in road maintenance and construction. Document maintenance efforts on a weekly basis.
- Ability to utilize effective oral and listening communications skills. Ability to utilize tact and professionalism when communicating with the public,
- Ability to establish effective working relationships with supervisor, co-workers and all levels of county staff and the general public.

Language Skills:

- Ability to utilize effective oral and listening communication skills.

Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

Performs duties outdoors and is routinely exposed to varied weather conditions. Routine exposure to chemicals, engine exhaust, noise and hazards associated with traffic.

Physical Demands:

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.

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- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 2/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 50 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

- Possess and maintain a valid Commercial Driver's License and possess a satisfactory driving record.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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Employee Signature: _____

Employee Printed Name: _____

Date: _____