

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

MO MAINTENANCE TECH EQUIPMENT OPERATOR

Department: MSTU
Pay Grade: 203/204/205
FLSA Status: Non-Exempt
Job Class: 8024
Risk Code: 5509

JOB SUMMARY

Responsible for performing manual labor in the care and maintenance of roads, including the operation of one or more types of light motorized equipment in connection with the maintenance operation of highway facilities.

ESSENTIAL JOB FUNCTIONS

- Performs manual labor in operating various sized riding mowers, chain saws, trimmers, chippers, front-end loader, and tractors.
- Performs a variety of maintenance and construction work: clears ditches with brush cutters, digs ditches with shovels, patches potholes; puts in culverts, and shovels asphalt and dirt; cuts brush and limbs; performs concrete work; manually loads and unloads materials at jobsite; and may build retaining walls and place sandbags.
- Cuts grass and weeds with hand tools and mowers. Rakes leaves, removes fallen tree limbs, trims trees and plants as needed using a wide variety of small tools. Assists in the planting of trees and shrubbery and in the general upkeep and maintenance of grounds and equipment.
- Assists craftsmen in a variety of unskilled tasks. Assists in the repair, maintenance, and reconstruction of buildings and facilities.
- Ensures the safe and efficient operation of equipment, usually a single chassis basic truck with mechanical attachments. Performs light to heavy physical labor when not required to drive. Serves as flagman. Places and removes traffic cones, barricades, flags, signs, curbs, and other traffic control devices. Patches highways. Replaces and repairs guard rails and posts. Participates in installing and removing culverts as needed.
- Performs routine maintenance on equipment, checks, changes, and/or fixes tires. Checks fluid levels in all equipment (i.e., Oil, Hydraulic fluid). Performs maintenance to include electrical, plumbing, and IT work to ensure proper function.
- Assists in maintaining a chemical herbicide program to control undesirable vegetation along highway rights-of-way as needed.

- Operates various types of mechanized equipment used in the maintenance of highways, such as flatbed trucks, pickup trucks, dump trucks, and tractors, which requires manual dexterity and sufficient strength to operate various controls. Learns to operate other Marion Oaks equipment. Requests major vehicle or equipment maintenance when required. Assists mechanic in repairs when needed. Performs routine service and maintenance.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Requirements	Marion Oaks Maintenance Technician / Equipment Operator I	Marion Oaks Maintenance Technician / Equipment Operator II	Marion Oaks Maintenance Technician / Equipment Operator III
Education	HS Diploma / GED Preferred	HS Diploma / GED Preferred	HS Diploma / GED Preferred
Florida Driver License	Required	Required	Required
Class B CDL or higher	Not Required	Required	Required
Licenses/ Certifications	Maintenance of Traffic (MOT) Flagging, National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR within twelve (12) months	Maintenance of Traffic (MOT) Flagging, National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR required	Maintenance of Traffic (MOT) Flagging, National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR required Tire Tech Certification Oil change/Lube tech Certification
Core Equipment Certifications (within 12 months)	Chainsaw / Polesaw	Chainsaw, Polesaw, Zero Turn Mower, Wood Chipper, Tractor with Bushhog Batwing I and II	Chainsaw, Polesaw, Zero Turn Mower, Wood Chipper, Tractor with Bushhog, Batwing I and II
	Zero Turn Mower		
	Wood Chipper	Front End Loader	Front End Loader
	Tractor with Bushhog	Boom Truck	Boom Truck
	Tractor with Batwing I and II	Single Axle Dump Truck	Single Axle Dump Truck
		Compact Roller	Compact Roller
Experience	No experience required; or 1 year related experience and/or training; or equivalent combination of education and experience	3 years	5 years
Pay Grade	203	204	205
Stipends	Specialty Equipment Certifications earned following the latest Equipment Training and Certification Plan will earn a hourly stipend of \$0.10/hr for every group of 4 pieces of specialty equipment certified.		

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise some judgment in selection of procedures, methods, tools, or equipment to own work to accomplish tasks.
- Knowledge of gardening and ground maintenance principles and practices.
- Knowledge of tools, materials, and equipment used in grounds maintenance.
- Knowledge of traffic regulations and practices followed in the safe operation of light motorized equipment.
- Knowledge of the safe materials handling principles associated with grounds maintenance and equipment operations.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit; will regularly be required to climb or balance, stoop, kneel, crouch or crawl; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear.

WORK ENVIRONMENT

Work is performed primarily in various outdoor environments. While performing the duties of this job, this employee will occasionally be required to be exposed to toxic or caustic chemicals and risk of electric shock, will regularly be required to work in high precarious places and near fumes or airborne particles; and will frequently be required to work near moving mechanical parts, in outdoor weather conditions, and vibration.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*