

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2012-007**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, to approve the following job descriptions within the Road Department:

1. Equipment Operator IV

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 24 January 2012.



Harry L. Berry  
Hardin County Judge/Executive

**ATTEST:**



Kenneth L. Tabb  
Hardin County Clerk

*Hourly  
Non-Hazardous*

**Hardin County Fiscal Court  
Job Description**

**Equipment Operator IV**  
*24 January 2012*

**Road  
Pay Grade 6**

**Job Summary**

The purpose of the position of Equipment Operator is to perform skilled work in the operation of construction and maintenance equipment in the Hardin County Road and Maintenance Department. Specific instructions may be given for unusual jobs. Supervisors evaluate all assignments during progress and upon completion.

**Major Essential Duties**

- Operate various equipment such as a dozer, track loader, wheel type loader, backhoe, roller, dump truck, tractor and trailer, tractor and bush-hog, tractor and boom-mower, grader, and paver
- Make repairs to existing roadways
- Build new roadways
- Install drainage tiles along roadway
- Slope banks and finish dress projects
- Backfill new bridges
- Install highway signs
- Perform snow and ice removal
- Perform the maintenance and repair of vehicles and equipment
- Maintain right-of-ways along county roads
- Haul rock, blacktop, dirt, and refuse or debris
- Perform various tasks as required or instructed by supervisor.

**Minor Essential Duties**

- Facilitate the completion of construction projects
- Account for materials and equipment used or consumed in said projects, facilities maintenance and equipment maintenance
- Perform general labor, equipment operation, shop clean up and equipment repair
- Write reports when required

**Supervisory Responsibility**

- None

**Relationships**

The Equipment Operator IV performs functional duties associated with the Road Department under the supervision of the Road Department Supervisor, Assistant Supervisor and Foreman and general administrative, personnel, or procedural issues under the supervision of the Office Manager.

***Qualifications******Education and/or Experience***

- Graduate of an accredited high school or equivalent
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices
- Some experience in the operation of heavy equipment

***Language Skills***

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze, and interpret policies, procedures, equipment manuals, and safety documents
- Ability to write occasional reports

***Mathematical Skills***

- Ability to add, subtract, and divide in all units of measure, using whole numbers common fractions, and decimals
- Ability to compute ratio, and percent and to draw and interpret graphs
- Ability to apply concepts of algebra, geometry, and statistics as needed
- Ability to estimate quantities of material, equipment, and personnel required for projects

***Reasoning Ability***

- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret some technical information and instructions
- Solve practical problems
- Makes decisions which serve the County's best interests

***Certificates, Licenses, Registrations***

- Possess a valid Kentucky Driver's License and a CDL

***Other Knowledge and/or Skills***

- Must have extensive knowledge of the operation, maintenance and adaptabilities of the equipment to which assigned
- Must understand traffic laws, ordinances and regulations involved in operating equipment
- Must understand the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment
- Make minor repairs to equipment in the field.
- Must be able to work without direct supervision and to relay or give instructions to other employees
- Must possess mechanical aptitude and manual dexterity
- Must possess physical strength and agility sufficient to do strenuous laboring tasks under varying, sometimes severe, weather and work conditions
- Ability to perform duties in locations with high instance of dust, dirt, noise, and emissions from equipment

***Physical Demands***

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Stand or walk  
Talk or hear  
Lift and/or move up to 25 pounds  
Operate a vehicle or heavy equipment

Occasionally (under 1/3 of regular work day)

Stand or walk  
Reach with hands and arms  
Use hands to type, handle papers, tools etc.

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus

***Work Environment***

The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate to high

***Comments***

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the County's best interests
- Must adhere to applicable provisions of the Departments Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 18 years or older
- Must maintain effective working relationships with other employees and supervisors
- Must have personal integrity and remain free of felony convictions

Date Approved: January 24, 2012



Harry L. Berry  
Hardin County Judge/Executive