



Red Lake County

Heavy Equipment Operator

Job Title: Heavy Equipment Operator
Revision Date: May, 2025
Last Classification Review:

Exempt Status: Non-Exempt
Department: Highway Department
Reports To: Maintenance Foreman

Job Summary:

Responsible for maintaining and repairing Red Lake County roads, bridges, related structures and highway maintenance equipment to provide for the safety and adequate travel and accessibility for the public.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Duties and Responsibilities:

- Performs maintenance activities to ensure that the roadway systems are kept in a safe condition for the traveling public.
 - Maintains and inspects county roads, ditches, signs, culverts and related duties in all seasonal conditions.
 - Operates light and heavy equipment and tools.
 - Hauls and places gravel and bituminous on county highways and roads.
 - Performs pavement maintenance and repair.
 - Hauls and mixes sand and salt.
 - Installs/removes snow fencing.
 - Operates snow plows and other heavy equipment to remove snow, ice and storm debris from County roadways and applies ice control materials.
 - Maintains and repairs culverts, ditches, bridges, right-of-way, etc. including brush and weed control and herbicide application.
 - Assists emergency vehicles and school vehicles in inclement weather.
 - Repairs or replaces culverts.
 - Assists on special construction projects.
 - Performs excavation and backfilling of frost boils.
 - Repairs guard rails.
 - Repairs bridges.
 - Reconstructs County or Township roads.
 - Operates front-end loader, shouldering disc, tractor and mower, skid steer loader and fork lift.
 - Installs, repairs and replaces drain-tile.
 - Installs and sews fabric for road projects.
 - Operates grade stick and laser level for proper grade.
 - Removes dead animals from right-of-way and roadway.
 - Assists in installing signage.
- Maintains operating equipment and tools.
 - Performs minor repairs and maintains department equipment and vehicles and ensures compliance with DOT safety regulations.
 - Rebuilds runner for snow plows.
 - Services heavy equipment such as motor grader, loader, tandem truck with pup, tractor with mower, and skid steer loader.
 - Reports need for major repairs and assists mechanic.
 - Make daily inspection for operating safety and reports repairs as necessary.



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- Modifies equipment for seasonal use.
 - Operates oil recycling machine to reuse various grades of oil.
 - Fabricates equipment for County use.
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- Administrative Duties.
 - Maintains knowledge of the “Manual on Uniform Traffic Control Devices.”
 - Completes gas and oil sheets.
 - Completes daily time, equipment and material sheets.
 - Complies with OSHA Standards and County Safety requirements.
 - Makes inventory withdrawals on cutting edges for motor grader and plow trucks.
 - Prepares monthly fuel inventory for proper product accountability.
 - Inspects county equipment daily and completes inspection sheets.
 - Keeps maintenance service sheets up-to-date.
 - Checks fire extinguishers and eye wash stations.
 - Maintains knowledge of policies, rules and regulations regarding duties.
 - Assists survey crew on projects.

Ancillary Duties and Responsibilities

- Attends trainings as needed.
- Subject to emergency call outside of normal work hours.
- Performs other duties as assigned or apparent.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Qualifications

Minimum Qualifications

- A. High School Diploma or equivalent; and
- B. One-year relevant experience in road maintenance/construction; OR
- C. Equivalent combination of education/training/experience.
- D. MN Class A Commercial Driver's License.

Licenses/Certifications: This position will require the acquisition and maintenance of the following additional certificates/licenses:

- MN Class A Commercial Driver's License

Conditions of Employment

- A. Must possess a valid driver's license and be able to drive in the state of Minnesota.
- B. Must successfully complete a background check.
- C. Obtain and maintain certifications and licensures.
- D. Ability to work extended, evening and weekend hours as needed.
- E. Ability to travel within your daily work assignment
- F. Must comply with organizational and departmental policies.



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- G. Performs physical/mental demands of the work environment requirements for this position.
- H. Attendance during regularly scheduled work hours, and outside regular hours, as necessary.
- I. Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
- J. Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished the not public data must be properly stored according to county policies and the Minnesota Statutes.

Knowledge, Skills and Abilities:

- A. Knowledge of local and state laws and regulations regarding the operation of equipment, particularly those pertaining to their operation on public streets.
- B. Knowledge and skill in proper snow and ice removal techniques.
- C. Knowledge of small and large engine mechanics.
- D. Skill in operating heavy equipment and vehicles used in roadway maintenance and snow/ice removal.
- E. Knowledge of state and federal OSHA standards and requirements.
- F. Ability to follow oral and written instructions.
- G. Ability to work under limited supervision with general autonomy in determining how objectives are achieved; supervisor generally set operating benchmarks, goals and objectives.
- H. Ability to apply a variety of procedures, policies and precedents using moderate analytical ability.

Physical and Mental Requirements: Must be able to perform moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and may involve the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 60 pounds). Environmental conditions include heat, cold, wetness, toxic chemicals, insect borne illnesses, traffic, and other occupational hazards associated with road construction and maintenance. Specific vision abilities required by the job are the same as the Minnesota Driver's License requirement. The employee must be able to hear warning devices. Subject to random drug testing program.

***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: Most work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

Accountabilities Shared by All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values.
2. Implicit in the employer-employee relationship is the right of Red Lake County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development

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7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.