

Job Description

Job Title	Grader Operator	Department	Public Works
Reports To	Public Works Director	Salary	\$18.00 DOE
FLSA Classification	Non-Exempt	Effective Date	
City Classification	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Confidential and/or Managerial		

Summary:

Maintain road surfaces in summer and winter for the safety of drivers and pedestrians.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

The responsibilities listed below are illustrative of the various types of duties that may be performed with or without reasonable accommodation.

- Maintain road surfaces so that a prudent driver can drive at a reasonable speed without sustaining damage to his vehicle or be in jeopardy of losing control.
- Grade road shoulders, reestablishing crowns (minimum of 2%) and super-elevations, clean ditches every year.
- Remove ice and packed snow using serrated blades if necessary for removal of glaciations.
- Wing back berm accumulations and remove slush.
- Commit to long hours of work when necessary.
- Use snow gate effectively to keep driveways clear of berms.
- Be dependable - Follow instructions, respond to management direction; Take responsibility for own actions.
- Be able to work independently.

Scope and Accountability /Supervisory Responsibility

Receives general supervision from the Public Works Director. Exercises no supervision.

Knowledge, Skills, and Abilities:

To perform the job successfully, an individual should demonstrate the following competencies:

- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Communication - Writes clearly and informatively; Able to read and interpret written information.
- Ethics - Treats people with respect; Keeps commitments; Follows policies and procedures;
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions;
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment properly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or three to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Be able to read and interpret road maps.

Certificates, Licenses, Registrations

Hold a current State of Alaska driver's license.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and taste or smell. The employee is occasionally required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Employee: _____	Date: _____
Department Head: _____	Date: _____
Mayor: _____	Date: _____