



**Backhoe Operator**  
**Position Description**  
March 2024

Classification:	Non-Union	FLSA Status:	Non-Exempt
Employment Status:	Full-time	Location:	Mandan, ND
Department:	Operations		Dickinson, ND
Reports To:	Working Foreman	Supervises:	N/A

**DISCLAIMER:** THIS IS NOT INTENDED TO CREATE A CONTRACT OR BE AN ALL-INCLUSIVE LIST OF DUTIES. THIS DESCRIPTION MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. IN ORDER TO MAXIMIZE FLEXIBILITY AND EFFICIENCY, EMPLOYEES MAY BE ASSIGNED ADDITIONAL DUTIES AS DEEMED NECESSARY. ALL PRIOR POSITION GUIDES OR DESCRIPTIONS FOR THE ABOVE LISTED POSITION ARE HEREBY REVOKED AND SUPERSEDED.

**PURPOSE FOR THE POSITION:**

Assist in all phases of underground installation. Safely performs work according to established regulations and procedures including but not limited to backing up procedures, use of flagmen and spotters, signage, incident reporting, required personal safety equipment and lifting of heavy loads. Perform equipment operation, cleaning, and maintenance requirements.

**QUALIFICATIONS AND EXPERIENCE:**

High School education or equivalent required. Must have Experience in digging and burying underground utilities. A valid North Dakota Commercial Driver's license (CDL), including air brake endorsement, or ability to obtain within 90 days of hire, is required.

**CORE COMPETENCIES:**

1. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
2. Review and abide by established policies and procedures of the organizations and associated entities.
3. Promote safety in every activity and attend scheduled safety meetings as directed. Become familiar with and abide by the organization safety rules and procedures.
4. Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
5. Accept and adapt positively to changes in the position and within the organization and associated entities. Develop a commitment to accept ongoing change.
6. Be a positive influence within and outside the organizations and associated entities.
7. Support the organization's mission by staying current with information to cultivate and positively project the organization's philosophy.
8. Provide leadership that stimulates a high standard of morale among employees of the office by use of team spirit and enthusiasm.
9. Accept responsibility for the duties of the position. Work diligently toward completing accurate work assignments.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist in underground installation, reading locate sheets and possible underground and/or overhead utilities.
2. Maintain knowledge of workplace safety requirements and procedures.
3. Safely complete routine operations; backing up, use of flagmen and spotters, signage, incident reporting, required personal safety equipment and lifting of heavy loads

4. Responsible for daily inspection, service, and minor maintenance of assigned vehicles and equipment. Advises supervisor of maintenance needs on vehicles, tools, and other equipment. Ensures that organization tools and equipment are properly maintained, kept orderly, and stored securely.
5. Shows concern for consumer property and ensures all work areas are left in a clean and safe condition.
6. Performs other tasks and assumes other responsibilities as assigned by supervisor.

<b>PHYSICAL REQUIREMENTS:</b>	<b>0 - 24%</b>	<b>25 - 49%</b>	<b>50 - 74%</b>	<b>75 - 100%</b>
Seeing: Read documents and computer screen and operate vehicle.				X
Hearing: Communicate in person and via telephone.				X
Standing/Walking:				X
Fingering/Grasping/Feeling: Use of pen, keyboard				X
Climbing/Stooping/Kneeling, etc.: Stairs				X
Lifting: Able to lift a maximum of 50 pounds from the floor			X	
<b>WORKING CONDITIONS:</b>	<b>0 - 24%</b>	<b>25 - 49%</b>	<b>50 - 74%</b>	<b>75 - 100%</b>
Indoors, In an Office	X			
Indoors, Warehouse/Shop		X		
Outdoors, Moderate/Extreme Weather Conditions				X
Working at Heights greater than 5 feet above the ground.			X	

**REMARKS:** I have read my Position Description and understand my assigned responsibilities and have been given a copy of this Position Description. I also certify by my signature below that I am able to perform the essential functions of this position description either with or without a reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee*
*Date*

Approved by: \_\_\_\_\_  
*Chief Operating Officer*
*Date*