

MINERAL COUNTY POSITION DESCRIPTION

POSITION: Equipment Operator
DEPARTMENT: Road Department
ACCOUNTABLE TO: Road Foreman

SUMMARY OF WORK: Performs duties of operating and maintaining road department equipment and vehicles to keep county roads in safe condition.

JOB CHARACTERISTICS:

Nature of Work: This position performs skilled labor and mechanical duties of operating and servicing heavy equipment. Requires physical strength, stamina and strict adherence to practices of safety. Position may work in extreme temperatures and adverse weather conditions and be exposed to excessive heat and cold. Protective clothing is often worn. Position deals with hazards of working in traffic, digging and working near power lines, operating equipment on steep slopes and unstable earth, working with moving parts of machinery, and working with hazardous materials. May work outside normal hours in emergency conditions or to finish a job. Personal protective equipment must be worn as needed and/or required.

Personal Contacts: Daily but limited contact with the public.

Supervision: Daily assignment of duties from the Road Foreman. Some checking of work performed from the supervisor.

Essential Functions: Maintenance duties requires ability to lift and maneuver tools and heavy parts to desired positions, check and add fluids, welding, schedule servicing, record information, understand and use technical manuals. Operator position requires ability to drive heavy trucks, operate equipment, have good depth perception, load materials, and communicate. Position requires heavy lifting, digging, use of hand tools, estimating materials, and walking on uneven ground and steep slopes.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Performs duties of maintaining roads; duties change with the seasons.

Winter: plow snow and sand roads, remove fallen rocks from roads, see that flood waters stay in ditches, and clean culverts. Perform shop work.

Spring: maintain roads, grade gravel roads, patch potholes, clean ditches and culverts, haul gravel, sweep streets, wash bridges, re-deck bridges and put traffic planks on bridges, etc.

Summer: maintain roads; construct roads, pave and chip seal roads, install culverts, haul gravel, clean ditches, cold and hot road patching, mowing, cut brush along roadways and repair signs.

Year round duties include: maintain trucks and equipment, operate, service and maintain equipment. Welding and painting as needed. General cleaning and maintenance of County Shop. Perform other related duties as required. On call as needed for any weather conditions.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of road construction and maintenance, and operating and servicing heavy equipment. Knowledge of measurements in distance and quantities. Strict adherence and knowledge of safety standards and procedures required.

Skills: This position requires skills in driving heavily loaded trucks under sometimes hazardous conditions including muddy or soft dirt, steep, winding, single lane roads. Skills in welding, operating road equipment, and performing reliable mechanical work. Skill in making accurate estimates of material yardage and duration of projects.

Abilities: This position requires the ability to coordinate dump truck with road grader, adhere to practices of safety, demonstrate physical strength to perform duties, pay attention to timely servicing of vehicles, perform duties in extreme weather conditions, be on call for emergencies, work unsupervised, recognize early signs of equipment failure, have good judgment, communicate effectively, follow instruction, establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma
- Experience with road construction and operating heavy equipment preferred
- CPR and First Aid certification preferred
- A valid State of Montana Commercial driver's license, Class A Type 1 or 2 is required.

This position includes a one year probation period.

Performance evaluations will be done at six and 12 months during probation period by supervisor. After probation period is complete, performance evaluations will be done at supervisor's discretion.

BENEFITS

This full-time position includes but not limited to the following:

- ✓ PERS Retirement (employee 7.9%, employer 8.87%)
- ✓ Paid Health Insurance
- ✓ Paid Dental Insurance
- ✓ Paid Holidays
- ✓ Paid Life Insurance

Sick & Annual Paid Time off

- The position has a 1-year probation period. You will be able to use sick leave after you have been continuously employed for the qualifying period of 90 days. You can use annual leave after you have been employed for 6 qualifying months
- There will be performance evaluations at road foreman's discretion.
- Sick leave will be earned at a rate of eight hours per month
- Annual leave will be earned at a rate of 10 hours per month
- You will receive paid holidays
- Health insurance and Dental is paid by the county for the employee only.
- You will receive PERS retirement plan.