

GAINES COUNTY JOB POSTING

ROADHAND/EQUIPMENT OPERATOR DEPARTMENT: PRECINCT #1

➤ SUPERVISION:

Works under the supervision of Brian Rosson, Commissioner Precinct #1

➤ MINIMUM QUALIFICATIONS:

- Must have a Texas Driver's License
- Must have a CLASS A CDL License
- Must be able to pass a drug test
- Must be at least 18 years of age

➤ JOB DESCRIPTION AND RESPONSIBILITIES:

- Available in the Office of the County Treasurer

POSTING OPENS: June 15, 2022

POSTING CLOSES: June 24, 2022

JOB APPLICATIONS MAY BE PICKED UP AND RETURNED TO THE COUNTY TREASURER'S OFFICE AT THE COURTHOUSE BETWEEN 8-5 101 SOUTH MAIN ROOM 103, SEMINOLE, TX 79360 (432) 758-4009. GAINES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. THE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, CREED, GENDER, RELIGION, AGE OR DISABILITY IN EMPLOYMENT FOR THE PROVISION OF SERVICES.

ROADHAND/HEAVY EQUIPMENT OPERATOR

PURPOSE OF THE POSITION

The Roadhand/Heavy Equipment Operator is responsible for operating heavy equipment in a safe and effective manner.

Essential Functions include the following:

Essential functions may include the following responsibilities, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. Other duties may be assigned.

SCOPE

The Roadhand/Heavy Equipment Operator is responsible for operating heavy equipment in a safe and appropriate manner. Heavy equipment may include trucks, front-end loaders, dozers, graders, compactors, and other pieces of equipment. The Roadhand/Heavy Equipment Operator must also clean, maintain and secure all equipment as directed by legislation, policies and procedures. The Roadhand/Heavy Equipment Operator must deal with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and quality of service. The Roadhand/Heavy Equipment Operator must make note of and report on any such complaints and respond in a courteous and respectful manner.

RESPONSIBILITIES

1. Operate heavy equipment in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.

Main Activities

- Operate all heavy equipment in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks
- Clean heavy equipment as scheduled and/or required
- Ensure heavy equipment is safely and securely stored
- Advise his/her Foreman of any requirements for maintenance or repairs
- Participate in routine maintenance
- Practice workplace safety
- Maintain inventory

2. Maintain roads and transportation systems in order to ensure safe roadways within the county.

Main Activities

- Maintain easements
- Perform maintenance on roads
- Use equipment to level roads and ensure proper drainage

KNOWLEDGE, SKILLS AND ABILITIES

The employee must have proficient knowledge in the following areas:

- knowledge of truck and equipment safety
- knowledge of water truck operation
- knowledge of operation of front end loaders, dozers, graders, compactors, and other pieces of heavy equipment
- knowledge of equipment maintenance and storage
- knowledge of road construction and maintenance techniques
- knowledge of workplace safety requirements and procedures
- knowledge of record keeping system
- knowledge of equipment cleaning standards and procedures

The employee must demonstrate the following skills:

- ability to operate single/dual axle trucks in a safe and responsible manner
- ability to operate required equipment in a safe and responsible manner
- client service and public interaction skills
- team building
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- ability to communicate effectively in English
- ability to read and write to maintain daily records
- stress management skills
- time management skills

The employee must demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- deal with the public in a positive, courteous and respectful manner

The Roadhand/Heavy Equipment Operator is required to have a CDL License.

WORKING CONDITIONS

Physical Demands

The Roadhand/Heavy Equipment Operator has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Roadhand/Heavy Equipment Operator will have to work in all weather, and must be prepared for both extreme heat and cold. The Roadhand/Heavy Equipment Operator must ensure that all activities are completed in a safe and efficient way.

Environmental Conditions

The Roadhand/Heavy Equipment Operator must work outside in all different weather conditions including extreme cold and extreme heat. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Sensory Demands

He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

The Roadhand/Heavy Equipment Operator must occasionally work independently and is expected to maintain a schedule of work. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.