



JANUARY 29, 2020

JOB OPENING: Hill County Road & Bridge Department: **RUDYARD SHOP**

OF POSITIONS: 1 FT Heavy Equipment Operator/Grader Operator

CLOSING DATE: Open until filled

MINIMUM QUALS: High School Diploma or equivalent
State of Montana Driver's License
CDL w/airbrakes – within 3 months of employment

PREFERRED QUALS: CDL and basic knowledge of heavy equipment, including maintenance and repairs.

DESCRIPTION: Operation and maintenance of a variety of heavy equipment such as grader, backhoe, loader, dozer and scraper. Construct and maintain county roads, streets and bridges. Install signs and traffic controls. Blade roads, haul gravel, plow snow, sand roads, haul equipment, weld, dig, and paint.

STARTING SALARY: \$16.33/hr

The Hill County Road and Bridge Department is now accepting applications for one full-time Crusher Operator/Heavy Equipment Operator/Truck Driver. Applications can be picked up at the Hill County Courthouse Commission Office or the Havre Job Service. Applications will be accepted until the vacancy is filled.

Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability

HILL COUNTY

POSITION DESCRIPTION

July 22nd 2019

POSITION: Heavy Equipment Operator/Grader Operator

DEPARTMENT: Road Department

ACCOUNTABLE TO: Road Supervisor

SUMMARY OF WORK: Constructs and maintains county roads, streets, and bridges to provide safe roadways to the public. Installs signs and traffic controls.

JOB CHARACTERISTICS:

Nature of Work: This position performs skilled and semi-skilled technical duties requiring adherence to safety standards. Position requires work outdoors in sometimes adverse weather conditions and extreme temperatures. Position is on-call for emergencies. Hazards of position include working with moving parts of heavy equipment, hazardous wastes, lifting heavy weights, digging near underground utilities, working on slopes and in road traffic, noise, dust, and with spring runoff conditions.

Personal Contacts: Daily contact with road department employees.

Supervision Received: Daily supervision from the Road Supervisor.

Essential Functions: Position requires ability to communicate; operate heavy equipment and trucks; operate hand and power tools; have good depth perception; load and unload materials; do rough carpentry; install signs; weld; dig; paint; read grade stakes; lift and maneuver tools and heavy parts to desired positions; walk on uneven ground and steep slopes; change oil and filters; change tires; do light servicing of equipment; maintain records.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Builds and grades dirt and gravel roads. As equipment operator must be able to operate tandem axle tractor with belly dump or lowboy trailers during all seasonal weather conditions.

Operates a grader, backhoe, loader, dozer, and scraper; blades roads, hauls gravel, plows snow, sands roads, sweeps roads, hauls equipment. Loads and unloads building materials. Signs road hazards.

Cleans ditches; installs and repairs culverts; mows along roadways; puts up and takes down snow fence; installs guard rails.

Maintains bridges; repairs and installs signs; paints as needed. Assists in evaluating need for and installs road signs.

Performs rough carpentry and laborer duties; constructs concrete forms.

Shovels and rakes asphalt; patches pavement.

Uses hand held sign to direct traffic through road construction site; may drive pilot car.

Clears and maintains right of ways.

Clears roadside areas of debris. Trims and falls trees. Clears away brush.

Assists with flood control. Builds dikes to divert water during flood conditions.

Assists in maintenance and field repair of assigned equipment with ability to lift 105 pounds to change grader blades; changes oil; checks tires and fluids. May weld metal components together to perform field repairs of assigned equipment.

Does clean-up duties around shop and yard; washes pickup truck and heavy equipment; sweeps floor. Picks up debris from yard.

Performs other related duties as required.

JOB REQUIREMENTS: The successful applicant must be able to perform the following job requirements with or without reasonable accommodation:

Knowledge: This position requires knowledge of operation and maintenance of heavy equipment; knowledge of roadway construction and heavy equipment used; knowledge of hazards and safety practices, signing, and safety of work zone areas. Knowledge of snow removal practices and procedures.

Skills: This position requires skills in operating heavy equipment.

Abilities: This position requires the ability to: follow safety procedures; work independently; work in adverse weather and road conditions; communicate effectively orally and in writing; follow verbal and written instructions; 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:

--A High School diploma.

--Two or more years' experience in operation of heavy equipment and truck driving.

--Road construction experience preferred.

--Maintenance of heavy equipment experience preferred.

--Must possess valid state of Montana commercial driver's license with air brakes endorsement.

--Should possess or acquire basic first aid certificate.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Capably operates tractor and trailer, grader, backhoe, loader, dozer, and scraper.
- Capably builds and grades dirt and gravel roads.
- Capably hauls gravel, plows snow, sands roads, sweeps roads, and hauls equipment.
- Capably maintains and does light servicing of equipment.
- Maintains accurate and timely records.
- Is able to be on-call for emergencies.
- Follows safety precautions in dealing with equipment and road conditions.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.