

Equipment Operator

Division: Administration

Road Dept

FSLA: Non-Exempt

Job Classification: Classified, Range \$15.37 - \$19.22

Reports to: Road Superintendent

Probationary Status: Twelve (12) Months Terminable-at-will

Safety Sensitive: Yes

SUMMARY OF JOB:

Under direct supervision by the County Road Superintendent, maintaining county roads using a variety of equipment. Must be able to perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job related meetings, trainings, and perform other duties as assigned. Must comply with the safety guidelines of the County and complete and pass a new hire physical and drug screen. This position is subject to random drug and alcohol testing. Demonstrate strong ethical, professional, and service-oriented customer service.

ESSENTIAL FUNCTIONS:

The essential functions listed may not include all the duties of the position:

- Performs a variety of heavy-duty equipment operations to accomplish light grade work and earth shaping
- Operates large on-road and off-road heavy-duty equipment such as grader, bulldozer, water truck, lo-boy tractor/trailer, dump truck, and loader; to excavate, load and haul dirt fill.
- Repairs, constructs, scrapes, cleans and fills a wide range of county-owned caliche roads, and ditches.
- Removes snow form county-owned roads when warranted by weather conditions.
- Digs, grades, and places culverts at various property entrances, or under roads to prevent or relieve flooding and wash-outs.
- Performs ordinary operating and preventative maintenance on equipment to ensure adequate performance, and generally assist in all other operations and duties at the road department.
- Conducts maintenance and repairs on the shop, cattle guards and road yard
- Hauls and removes dirt and gravel from county-owned roads.
- Uses tank truck to wet down dusty or hard road surfaces.
- Must be able to communicate orally and in writing in English.

- Must be able to communicate verbally with co-workers.
- Utilizes the following various hand operated tools: shovel, rake, axe, pick, pitchfork, chain saw, digging bars, hand-held weed trimmer, sledge-hammer, hammer, screwdriver, wrench, tamper, jackhammer, auger and cutting torch.
- Must be able to read accurately all gauges on equipment and make correct judgments in operation of equipment.
- Must be able to accurately estimate distances in order to maintain safety while operating equipment.
- Recognizes and follows all traffic laws and regulations.
- Responsible for maintaining assigned vehicle according to established standards.
- Perform other duties as assigned
- Perform all duties with minimal supervision.

QUALIFICATIONS:

Citizen or legal resident of the United States who has reached the age of eighteen (18) years of age

- High school diploma or (GED) equivalent required
- Minimum one year experience in heavy equipment operation preferred
- Must possess and maintain a valid Driver's License.
- Must successfully complete background investigation which may include, but is not limited to: criminal record search, driving record screening, drug screening, physical examination, reference check, and employment verification.
- Ability to communicate effectively in both oral and written English.
- Possess a Class A Commercial Driver's License (CDL).

PROFESSIONAL REQUIREMENTS:

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: criminal records search, driving record screening, reference check, and employment verification

- Report to work on time and as scheduled.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Ability to interact professionally with public, property owners, supervisor, and other co-workers.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA).
- Attend staff meetings, trainings and in-services.
- Participate in performance improvement and continuous quality improvement activities.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Ability to lift up to sixty pounds one-third of work day, from ground to waist level. Ability to lift up to thirty pounds from ground to overhead once per day. Ability to lift and carry up to fifty pounds around work site.
- Ability to sit up to four hours at one time, and up to nine hours total per day.
- Ability to stand up to thirty minutes per day. Ability to walk up to two hours per day.
- Ability to crouch and kneel both for thirty minutes per day.
- Ability to crawl for fifteen minutes once per week.
- Ability to climb in and out of equipment cabs at least six times daily at estimated height of five feet.
- Ability to remain in a prone position for fifteen minutes once per week.
- Ability to bend at waist and twist/rotate waist for up to one-third of work day.
- Ability to work with arms extended and bent for up to four hours at one time and nine hours total per day.
- Ability to pull and push with arms with a force of up to five pounds up to four hours at one time and nine hours total per day.
- Ability to push and pull with arms up to fifty pounds push of force while performing labor work.
- Ability to use hands and wrists to screw/unscrew oil caps and filters as part of maintenance routines.
- Ability to push with legs up to forty pounds of force to operate foot controls for up to four hours at one time, and nine hours total per day. Ability to twist/rotate legs in operation of foot controls.
- Ability to use hands and fingers to grasp and manipulate levers, and steering wheel in a bilaterally coordinated manner.
- Ability to coordinate use of hands and eyes in operation of equipment.
- Ability to read accurately all gauges on equipment and make correct judgments in operation equipment.
- Ability to accurately estimate distances in order to maintain safety while operating equipment.
- Work irregular hours, including being called in, or required to stay beyond designated shift assignment.
- Adapt to and work under stressful conditions and under extreme pressures.
- Work in varying degrees of temperature (heated or air conditioned), including possible exposure to extreme temperatures depending on weather conditions.
- Must tolerate exposure to noisy environments while operating and around equipment, vibration of body while operating equipment, and exhaust fumes, dust and mists.
- All other requirements as listed in Department of Transportation Medical Certification standards.
- Work is performed on even and uneven terrain, while both operating equipment and

performing general labor work. Surface may be wet or dry, on hard surfaces or dirt roads. Grease or oil may be found on working surfaces. Work may be performed on inclines.

- Handle a variety of materials including but not limited to petroleum products, grader blades, tire chains, construction signs, paint, water, weeds, salt, sand.
- Utilize work aids and personal protective equipment (PPE) including but not limited to: eye protection, hearing protection, steel-toed boots, reflective vests, masks, and gloves.

KNOWLEDGE AND SKILLS:

- Ability to correctly judge environmental factors and determine appropriate equipment to be utilized.
- Ability to remain constantly aware of various laws and related changes, making decisions with regard to safety and work completion within own authority, and communicate information to higher authority as needed.
- Ability to work beyond scheduled shift if necessary.
- Ability to obey direct orders without question or hesitation, especially in more complex or emergency situations.
- Ability to follow rules, regulations, statutes, and direct, lawful orders that run contrary to personal wishes.
- Ability to administer first aid and / or CPR.
- Ability to communicate effectively in English, both orally and in writing, and perform basic mathematical functions.
- Understand such concepts as ratios, proportions, and percentages.
- Ability to read, interpret, and follow written documents such as instructions, policies, regulations, operating instructions, legal documents, and procedure manuals.
- Ability to develop and retain knowledge of computer operations for documentation and recording purposes.
- Ability to effectively safeguard confidential information in accordance with policy, procedure, regulation, and statute.
- Ability to file various reports in an adequate and timely manner, ensuring proper details.
- Ability to use good judgment in determining appropriate course of action in more complex or emergency situations.
- Ability to work independently, with or without direction, with one or two people, or in a large group.
- Ability to complete work assignments accurately and in a timely manner.
- Knowledge of relevant transportation and safety laws and regulations.
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OTHER REQUIREMENTS

- Employee must consent to regular monitoring of driving record for employment and ongoing insurability.
- Employee must consent to random DOT drug testing
- Employee must comply with the safety guidelines of the County.



Revised 11/30/2022

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date