

Jeff Davis County Board of Commissioners

OAKLEY G. PERRY

County Administrator

HEATHER SCOTT

County Clerk

J. ANDERSON RAMAY, JR.

County Attorney



BRAD CREWS

Chairman

HANK HOBBS

Vice Chairman

JAMES BENJAMIN

RICKY CROSBY

VANN WOOTEN

Jeff Davis County Job Description

Title: Motor Grader Operator - Temporary

Department: Road Department

Pay Scale: Base Pay \$12 and Max Base Pay \$18. Pay commensurate on experience.

Job Status: Full Time - Temporary

Temporary Time Frame: This position is currently available to be filled immediately. Term of employment will be guaranteed for no less than 30 days and longer than 60 days (two months). Upon completion of temporary work assignment, there may be the option to permanently continue on with the Road Department contingent on current staffing levels and Board of Commissioners' approval.

Desired Start Date: As soon as possible

Summary: Under the general direction and supervision of the Road and Solid Waste Superintendent, the Motor Grader Operator is responsible for operating motor graders in the county. These operations include grading dirt roads, pulling/digging ditches, clipping the shoulders or roads, and more. This position will work closely with the Road Superintendent and employees of the Road Departments.

Supervisory Duties: This position has no supervisory duties.

Duties and Responsibilities:

1. Grade all assigned county maintained dirt roads
2. Ditch all assigned county maintained roads
3. Maintain grade sheets that list the date that each assigned road was graded - these are to be turned in weekly
4. Perform daily walk around visual inspections using provided equipment inspections sheets before and after each workday. These are to be turned in each week
5. Check tires and wheels, oil, water and other fluids, lights, backup alarm, mirrors, fire extinguishers, and windshield, and report any damage found to equipment

6. Keep equipment clean and presentable both inside and out by daily removing trash from the cab and routinely washing the exterior.
7. Grease equipment every other day and report work to the Road Department Mechanic
8. Bring equipment into the shop for regular maintenance and schedule work with the mechanic
9. Report and assist when blades on equipment needs to be flipped or changed
10. Assist in cleaning out driveway and cross drain pipes on rainy days
11. Perform non equipment related work on days when operating equipment may not be possible
12. Become trained on other equipment to serve as a backup operator if needed
13. Other duties as assigned

Minimum Qualifications:

1. Poses a valid driver's license
2. Be 18 years of age
3. Pass a Background Check
4. Pass a Drug Screen
5. Courteous manner and ability to work with the public
6. Trustworthy
7. Quick learner
8. Organizational and time management skills
9. Ability to lift up to 50 pounds

Preferred Knowledge and Abilities:

1. CDL licensed driver
2. Certified Grader Operator
3. Experience in public works
4. Experience with heavy equipment
5. Mechanic experience
6. Associates/Tech degree in heavy equipment or mechanics

Job Posting Contact:

Tiffany Strickland
Road and Solid Waste Administrative Assistant
(912)375-6620
tiffany.strickland@jeffdaviscountyga.gov

Applications Due: July 16, 2021 by the close of business. The County Administrator may extend this deadline if not a large enough applicant pool exists.

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USPS Mail

Jeff Davis County

P.O. Box 609

Hazlehurst, GA 31539

Hand Delivered

Jeff Davis County Courthouse, Suite 101

14 Jeff Davis Street

Hazlehurst, GA 31539

Job Interviews:

Interviews will be held at the County Courthouse with key staff and personnel. Applicants should be in business casual dress.

Required Documents:

Applications will not be considered complete and thus will not be reviewed unless they include the following:

1. Completed application form (available online or in person at the Courthouse or Road Department)