

# Hill County, TX

## JOB DESCRIPTION

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Road and Bridge Operator III</b>
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**Department:** Road & Bridge #4

**Pay Grade:**

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The position is a non-exempt position that performs specialized skilled work in the operation of one or more types of motorized heavy equipment used in the maintenance and construction of roads and bridges. Work involves operating such equipment as compactors, front-end loaders, farm tractors, backhoes, graders, haul trucks, pickup trucks, dump trucks, etc., for such activities as patching roads and installing culverts. Employee is also responsible for cutting and hauling brush, hauling dirt, mowing roadsides, and repairing and replacing road signs. This is a full-time, regular position.

### **ESSENTIAL JOB FUNCTIONS**

- May operate a distributor truck for the spraying of roads.
- May operate a chip spreading machine used for laying pea gravel on county roads.
- Perform traffic control such as flagging, setting barricades and cones, hauling equipment and is on-call for flood control during storms.
- May drive and operate a variety of semi-complex to complex heavy equipment including bobtail trucks, backhoes, rollers, front-end loaders, zippers, track loaders, trailers, gravel, asphalt, mowers, brush clippers, chainsaws and other hand and power tools.
- Check fuel levels on vehicles.
- Utilize a high degree of skill in operating varieties of hauling and heavy road construction equipment, which includes road graders, maintainers, dozers, grade-alls, zippers, track loaders, front end loaders, tractors and trailers. Properly load, secure, and transport heavy equipment and materials.
- Perform other related duties such as paving, set up, leveling, oiling, mowing, patching, concrete, culvert, bridge and ditch work.
- Load all equipment and tools necessary to perform off site jobs.
- Operate heavy equipment utilized by the Department, such as heavy dump trucks and tandem trucks.

- Cut brush, trees, and other growth at roadsides, utilizing power equipment such as mowers, tractors, and chain saws.
- Remove trash and debris from county right of way and hauls refuse for deposit at specified locations.
- Direct traffic at construction sites as necessary.
- Attach road signs to posts using various hand and power tools.
- Dig holes and set signs with cement.
- Perform routine preventative maintenance and minor repairs on equipment.
- Operates one or more types of equipment involved in the construction and maintenance of roads and bridges such as: compactors, front end loaders, farm tractors, and tractor trailers.
- Receive instruction and train other employees in the use of equipment, as time and workload permit.
- Perform equipment inspections to ensure proper function.
- Wash equipment as necessary.
- Clean and maintain equipment.
- Check equipment for proper function and damage before and after use to ensure safe operating conditions.
- Perform flood control duties as required.
- Fuel and lubricate equipment as necessary.
- Complete daily logs for the computer system.
- Perform other related duties as required.
- Run errands for the office – including, but not limited to, the bank, post office, within the courthouse and/or to courthouse annexes.
- Cross train positions in office and be prepared to perform other duties as assigned.
- Occasionally participate in continuing education.

### **QUALIFICATIONS**

#### **Education and Experience:**

- At least 18 years of age at the date of hire.
- High School graduate or equivalent required.
- Three years of experience required.

#### **Special Qualifications:**

- Must possess a Class C Driver's License issued by the State of Texas.
- Class B Commercial Driver's License (mandatory) with "N" endorsement issued by the State of Texas (preferred).
- Must possess valid Texas Liability Insurance at all times.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of the operation of heavy trucks used in road, bridge, and grounds maintenance.
- Knowledge of the standard methods, materials, and equipment employed in basic construction and maintenance operations, including ground maintenance work.

- Knowledge of the geographical layout of the County.
- Knowledge of physical hazards and proper safety precautions for general maintenance and construction work.
- Skill in the operation and maintenance of heavy trucks and tandem trucks.
- Ability to use various light equipment and power tools.
- Ability to speak English clearly to be understood by others.
- Ability to perform strenuous work under varying weather conditions.
- Ability to understand and follow oral instructions.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to use or repair heavy or complex machinery.
- Ability to possess a cooperative and positive attitude at all times.

#### **PHYSICAL DEMANDS**

The work is heavy work involving lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 75 pounds. Additionally, the following physical abilities are required:

- Must be physically able to operate a variety of machinery and equipment.
- Must be able to exert up to 100 pounds of force occasionally and/or up to 75 pounds of force frequently, and/or up to 75 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
- Require the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs, or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures.
- Must have minimal levels of eye, hand, and foot coordination.
- Must be able to lift more than 75 pounds.
- Position requires color, texture, and depth perception as well as the ability to see, hear, speak, smell, and taste.

#### **WORK ENVIRONMENT**

Work is primarily performed in an outdoor setting with some tasks taking place indoors.

- Must be able to perform the essential functions of this position without posing a direct threat to the health or safety of themselves or others.
- Must be able to work with general public and/or elected officials who may become hostile.
- Must tolerate exposure to odors, fragrances and scents while working with the general public and work environment.
- May be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations.
- Must be able to work overtime on occasion to include evenings and weekends.

***Hill County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

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Date

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Supervisor Signature

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Date