



POSITION AVAILABLE

Operator Level III with CDL

REPORTS TO: PCT 4 Commissioner

GENERAL DESCRIPTION - The position is a non-exempt position that performs specialized clerical, administrative, and secretarial work in an assigned department. This is a full time, regular position.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Regular and punctual attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule
- Must have the ability to proficiently operate all road construction/maintenance equipment (belly dump, loader, excavator, maintainer, roller, distribution truck, shredder, etc.)

ADDITIONAL DUTIES

- Performs other related duties as required
- Occasionally participate in continuing education

EDUCATIONAL REQUIREMENTS

- High school graduate or equivalent

EXPERIENCE AND SKILLS

- Requires knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state or local laws, rules, and regulations.
- Requires the ability to establish and maintains effective working relationships as necessitated by work assignments.
- Must have the ability to speak English clearly to be understood by others
- Must understand written sentences and paragraphs in English
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Must have the ability to read and understand information and ideas presented in writing
- Must have and maintain the ability to work independently
- Must have and maintain the ability to use computer systems necessary to perform duties
- Must have and maintain the ability to concentrate on a task over a period of time without being distracted
- Must possess a cooperative and positive attitude at all times

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry
- Required to be able to sit or stand for prolonged periods of time
- Required to lift up to 15 pounds regularly and up to 50 pounds occasionally
- Specific vision required by this position includes up close and distance

SPECIAL CONDITIONS

- Required to occasionally work overtime – may include weekends and evenings
- Required to possess and maintain a valid Texas Driver License and valid Texas Liability Insurance at all times
- Required to possess and maintain a valid Class A CDL License.

WORKING CONDITIONS

- May be exposed to odors and fragrances from public
- Occasional contact with public who may become hostile

**To Apply, Complete the Hill County Employment Application provided at
<https://www.co.hill.tx.us/page/hill.Jobs.Openings>
Completed applications should be mailed or dropped off to the:
Hill County Treasurer, 80 N. Waco St., Hillsboro, TX 76645**

Hill County is an equal opportunity employer. The County does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services.