

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: NOVEMBER 19, 2015
CLOSING DATE: DECEMBER 4, 2015

DEPARTMENT: Public Works Consolidated
Roads

POSITION: Road Maintenance/Equipment Operator Sr.

LOCATION: Payson

JOB CODE: 15-108

PLEASE USE CDL/DRIVER'S EMPLOYMENT APPLICATION

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$32,690.00-\$35,142.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to perform a variety of semiskilled maintenance and minor construction work on County highways, roads, secondary roads, auxiliary structures, and rights-of-way and operates heavy road construction and maintenance equipment in accordance with all safety regulations and procedures.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Performs road construction duties in relation to excavation, sub-grading, blue-topping, chip sealing and paving; maintains established roads including grading, center lining and grading slopes.	20%
• Operates heavy construction and maintenance equipment including bulldozers, motor graders, backhoes, scrapers, front-end loaders, and chip sealers, in accordance with all safety regulations and procedures.	10%
• Maintains secondary roads and shoulders; grades, waters and rolls gravel, and transports materials to work site; sweeps and cleans roads as necessary; maintains bridges, storm drains and culverts.	10%
• Performs manual labor including cutting grade; removing brush and trees, and cleaning culverts; repairs surface failures, utility cuts, and potholes, and seals cracks in pavement.	10%
• Drives trucks including semi, 10-wheeler and water trucks to transport materials to jobsites and transporting equipment.	10%
• Serves as Lead to other workers in absence of Supervisor; supervises activities of work crew; ensures compliance with safety procedures; may train other crew members on construction and maintenance equipment and methods.	10%
• Conducts traffic control duties including developing traffic plans, setting up and inspecting signage and serving as Flagger.	10%
• Inspects, cleans and performs routine operational check on vehicles, trucks and heavy equipment; identifies and reports mechanical problems requiring repair.	10%
• May perform emergency road services in relation to snow removal, flood damage repair, rockslides and fires.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues and explains County procedures or processes.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, timesheets, traffic plans and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

Continued on page 2.....

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Sometimes (More than 10% but less than 25% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years road construction, repair and maintenance experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

A valid Class A Commercial Driver's License with Tanker Endorsement. This position is subject to drug and alcohol testing.

KNOWLEDGE REQUIRED

Customer and personal service, excavation, grading, compaction and traffic control procedures.

SKILLS REQUIRED

Skills necessary to perform semi-skilled road construction and maintenance activities and operating heavy equipment, machinery and vehicles. Critical thinking, problem solving, analyzing operations, troubleshooting and time management.

ABILITIES REQUIRED

Perform moderately heavy manual labor; safely operate heavy road construction equipment and vehicles; conduct traffic control activities; provide emergency road services in relation to flooding, fires, rockslides and heavy snow; inspect and maintain construction equipment and vehicles; lead and train other personnel. Read and write minimum High School level, solve problems using inductive reasoning, make sense of multiple information, speak clearly and sensibly and maintain calm demeanor in stressful situations.

PHYSICAL DEMANDS

- Occasionally stands to direct traffic, to complete tasks and to attend to reported incidents.
- Regularly sits to complete report; routinely sits to operate special equipment.
- May be required to lift work related materials, equipment and tools of more than 75 lbs. in weight.
- Regularly requires dexterity for special gadgets and special machines.
- Incumbents in this position may be required to routinely walk to and from work sites; occasionally bend, stoop, crawl, kneel and routinely twist.

WORK ENVIRONMENT

Incumbents in this position regularly perform work at external construction areas: new and maintained County roads, easements and water ways.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to physical danger, mechanical hazards, chemical hazards; electrical hazards; bloodborne pathogens and communicable diseases; fire hazards; explosives, respiratory hazards; extreme temperature; noise and vibration; and wetness and humidity. May become exposed to traffic, cleaning solvents, fuel, hot asphalt and chipseal oil.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department; constantly requires safety foot wear, hearing protection devices, eye protection devices and hard hat.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.