

GARFIELD COUNTY
JOB DESCRIPTION

POSITION TITLE: Equipment Operator II

DEPARTMENT: Road

REPORTS TO: Under the general supervision of the Highway Superintendent

PURPOSE OF POSITION: Perform manual labor and operate heavy equipment in performing a variety of skilled and unskilled tasks necessary in the grading and maintenance of roads using independent judgment and initiative, perform routine maintenance and repair on assigned vehicles and equipment, perform tasks requiring manual labor or heavy lifting. Equipment Operator II is a safety-sensitive position.

Essential Functions

Operate a variety of equipment such as passenger vehicles, light and heavy duty dump trucks, tractors/mowers, tractor/trailer, front-end loaders, motor graders, excavators, dozers, brush chipper, chain saws and/or other similar equipment associated with the road department.

Maintain county roads through the use and operation of heavy grading equipment, fill low spots in roads, create or maintain windrows along roads, establish or maintain the desired grade and depth of road surfacing material according to established policies of the road department or specific instruction.

Clean, excavate, or grade ditches along roadways.

Prepare paved roads for resurfacing, repair, or patching, perform both rough grading and finish grading of dirt and/or gravel roads, spread hot bituminous mix or asphalt.

Assist work crews in moving dirt in and around construction and repair projects, excavate culverts to be replaced, backfill dirt around bridge approaches, box culverts, and culverts.

Backslope banks along roads according to established policies of the Road Department.

Perform snow removal and sand/salt spreading duties, either manually or by utilizing automotive snow removal equipment.

Patrol roads in predetermined area of the county to determine what maintenance and repair work must be accomplished, determine the priority of work that must be performed using independent judgment, organize work in such a way that the highest priority tasks are performed first, report major problems to immediate supervisor.

Patrol roads in a predetermined area of the county during flood or snow emergencies or as instructed to determine hazardous or dangerous road conditions.

Respond to inquiries or complaints by citizens and motorists regarding road conditions or Road Department projects.

Demonstrated ability to operate a variety of equipment such as light and heavy trucks, motor graders, tractors, front-end loaders, mowers, chain saws and other equipment associated with the Road Department.

Ability to perform manual labor and lift heavy objects.

Ability to recognize hazardous working conditions, ability to work effectively using prescribed safety practices.

Ability to work outside in all types of weather conditions.

Ability to understand and carry out both verbal and written instructions.

Ability to operate motor vehicles and heavy equipment in a safe manner.

Ability to work in a harmonious manner with co-workers and others.

Ability to plan and organize work, ability to keep written records.

Ability to estimate materials required for road resurfacing projects.

Ability to determine road grading requirements from the placement of grade stakes.

Essential Education, Certifications, and/or Licenses

A high school education or experience and training which provide the necessary knowledge, skills, and abilities are required. May be required to obtain EPA certification for spraying herbicides and/or insecticides within a time frame as specified by the county. Two years' work experience operating heavy equipment or trucks is desired.

Nebraska driver's license is required.

May be required to obtain a Nebraska Class "A" commercial driver's license.

Essential Physical Demands and Typical Working Conditions

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl, and talk and listen on a two-way radio.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in both an indoor garage facility and outdoors in all types of weather conditions and temperature variations.

Garfield County
An Equal Opportunity Employer
Application for Employment
(Drivers Only)

This application is good for 90 days or until the position is filled.

Applicants are considered for the position specified below, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, marital status, pregnancy, military status, or any other prohibited basis of discrimination under applicable local, state, or federal law. Federal law obligates us to provide reasonable accommodation to the known disabilities of applicants and employees, unless to do so would pose an undue hardship. Please feel free to let us know if you need an accommodation to complete the application process or to perform any essential elements of the position sought.

I understand that the information in this application will be used and that prior employers will be contacted for purposes of investigation, if required by Sec. 391.23 of Department of Transportation Regulations.

Applicant Signature _____ Date of Application _____

Position Applied For _____

(PLEASE PRINT)

Full Name (Last) _____ (First) _____ (Full Middle) _____

Address _____ (How Long) _____
Street City State Zip Code

ADDRESSES FOR PAST THREE YEARS

_____ (How Long) _____
_____ (How Long) _____
_____ (How Long) _____

Current Telephone Number: _____

Social Security Number: _____ Date of Birth (Required by DOT regulations): _____

Have you filed an application with our County before? ☐ Yes ☐ No

If yes, give date: _____ Department: _____

Have you ever been employed with our County before? ☐ Yes ☐ No

If yes, give date: _____ Department: _____

How did you learn of the job you applied for? (Be specific as to source.) _____

Are you employed now? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the regulations prepared by the United States Citizenship and Immigration Services. Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work ☐ Full-Time ☐ Part-Time ☐ Seasonal ☐ Summer Only ☐ Temporary

What days? ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Are you on a layoff and subject to recall? ☐ Yes ☐ No

Would you be willing to work out of town? ☐ Yes ☐ No

Job Title	Hourly Rate/Salary Starting/Final		Were you subject to DOT regulations for any job you held? ☐ Yes ☐ No Were you subject to DOT-required drug/alcohol testing for any job you held? ☐ Yes ☐ No
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Describe Work Performed
Address	From	To	Were you subject to DOT regulations for any job you held? ☐ Yes ☐ No Were you subject to DOT-required drug/alcohol testing for any job you held? ☐ Yes ☐ No
Telephone: ()			
Job Title	Hourly Rate/Salary Starting/Final		
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Describe Work Performed
Address	From	To	Were you subject to DOT regulations for any job you held? ☐ Yes ☐ No Were you subject to DOT-required drug/alcohol testing for any job you held? ☐ Yes ☐ No
Telephone: ()			
Job Title	Hourly Rate/Salary Starting/Final		
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Describe Work Performed
Address	From	To	Were you subject to DOT regulations for any job you held? ☐ Yes ☐ No Were you subject to DOT-required drug/alcohol testing for any job you held? ☐ Yes ☐ No
Telephone: ()			
Job Title	Hourly Rate/Salary Starting/Final		
Supervisor			
Reason for Leaving			

If yes, where? _____ When? _____

Why? _____

Has any license, permit, or privilege EVER been suspended or revoked?

☐ Yes ☐ No

If yes, where? _____ When? _____

Why? _____

Is your driving privilege limited in any way, such as probation, area of operation, limitations of hours, etc., at this time?

☐ Yes ☐ No

If yes, why? _____

Are you familiar with D.O.T. Motor Carrier Safety Regulations?

☐ Yes ☐ No

Do you agree to follow them?

☐ Yes ☐ No

List all unexpired commercial drivers' licenses:

State _____ Expiration Date _____ License Number _____

State _____ Expiration Date _____ License Number _____

ACCIDENT RECORD

(List accidents for the past three years.)

Date	Where	Nature of Accident (Head-On, Rear-End, Etc.)	Nature of Injuries	Fatalities	Type of Vehicle You Were Driving

VIOLATIONS OF MOTOR VEHICLE LAWS FROM PAST THREE YEARS

(List only if convicted or if bond or collateral was forfeited; exclude parking violations)

Date	Where	Specific Violation	Outcome/Disposition/Penalty

APPLICANT'S STATEMENT

This certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

The County may investigate all statements contained in this application, and I understand that any false, omitted, or misleading information may result in my immediate discharge if I am hired.

I UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT. I ALSO UNDERSTAND THAT IF HIRED, REGARDLESS OF ANY ORAL REPRESENTATIONS TO THE CONTRARY, THE EMPLOYMENT RELATIONSHIP BETWEEN ME AND THE COUNTY IS TERMINABLE-AT-WILL SO THAT BOTH THE COUNTY AND I REMAIN FREE TO CHOOSE TO END OUR WORK RELATIONSHIP AT ANY TIME FOR ANY OR NO REASON. ANY CHANGES IN THIS "AT WILL" EMPLOYMENT RELATIONSHIP MUST BE MADE IN WRITING AND APPROVED BY THE COUNTY BOARD.

I understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I qualify for the position being considered. In addition, I understand a drug and alcohol test is required.

I understand that should I be determined to meet the minimum employment qualifications for the position(s) for which I am applying, the County will ask me to submit additional responses to questions regarding (1) prior convictions for alcohol or drug related crimes or traffic offenses, including whether such prior convictions involved the use of a vehicle and (2) any currently pending alcohol or drug related charges or arrests that have not yet been fully resolved or disposed of, including whether such charge or arrest involved the use of a vehicle.

I understand that my previous employers may be contacted and that the information provided by me may be used for the purpose of investigating my safety performance history as required by DOT regulations. I authorize the County to make a thorough investigation of my past employment, education, criminal history, driving record, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations supplying such information. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest as the County deems appropriate.

Signature of Applicant

Date