

## **BEAVERHEAD COUNTY POSITION DESCRIPTION**

**POSITION:** **PERMANENT FULL-TIME MAINTENANCE OPERATOR II-DILLON AREA**

**DEPARTMENT:** Beaverhead County Road Department

**PURPOSE OF POSITION:** To perform duties relative to the maintenance, repair, and record keeping of all the roads and bridges maintained by the Beaverhead County Road Department.

**SUPERVISION RECEIVED:** General Supervision

**SUPERVISED BY:** Dillon Area Operator Leadman

**SUPERVISION EXERCISED:** Occasional directions to others.

**NECESSARY REQUIREMENTS:** A valid Montana Commercial Driver's License (CDL), Class A, Type II, with a current medical examiner's certificate and endorsements for tanker and air brakes are required. A CDL must be obtained within 30 days after hire.

Must live or relocate within 25 road miles of the Dillon Area headquarters and must have a telephone.

**NECESSARY REQUIREMENTS RELATED TO THE BEAVERHEAD COUNTY DRUG & ALCOHOL POLICY: 6.1 PRE-EMPLOYMENT TESTING** – The successful applicant for a covered position will be required to undergo urine drug testing after an offer of employment has been made. The employment offer must be conditioned upon receipt of a negative drug test.

**COMMENTS:** Duties and/or work areas may be assigned at the beginning of the work shift and the employee is then expected to operate without direct supervision during the remainder of the work shift.

### **FUNDAMENTAL JOB DUTIES:**

A. **FUNCTION** (including skill level) Operates skillfully, safely, and within close tolerances a variety of heavy road construction or maintenance equipment, including dump truck with trailer; loader, (3 yards and over); motor patrol; track mounted dozer/excavator; distributor (over 1000 gallons); crusher; transport/belly dump driver; and mechanic welder and other heavy equipment. Cuts, fills, levels, grades, mixes and compacts sub-grade and finished surfaces. Installs, cleans, and repairs culverts.

**TRADITIONAL METHODS** (including knowledge & abilities) Climbs in and out of equipment, alternately stepping with each leg as high as 22 inches from ground to step on side of equipment, while unilaterally grasping side bar. Unilaterally and bilaterally grasp steering wheel, operate foot controls bilaterally. Adjust knobs, levers, and buttons appropriate to equipment. Maintain field of vision with repetitive and alternate vertical and lateral head movement. Communicates verbally and aurally with inter and intra departmental personnel. Communicates using a VHF high band radio.

Requires knowledge of the operation and capabilities of five to ten pieces of road maintenance and construction equipment; methods, practices, and materials used in road construction and maintenance; knowledge of and adherence to safe driving practices and state and county laws pertaining to motor vehicle operation. Requires the ability to interpret survey grade stakes, to operate skillfully and safely construction and maintenance equipment, to understand and carry out oral directions. Knowledge, skills, and abilities that are typically equivalent to a High School Diploma, plus some heavy equipment or specialized school in heavy equipment, mechanics, or welding would be beneficial.

B. **FUNCTION** (including skill level) Performs rough carpentry and laborer duties. Installs, constructs, repairs bridges, culverts, fences, guardrails, cattle guards, etc. Loads and unloads building materials. Shovels and rakes asphalt. Operates air and electric power tools, including saws, drills, jackhammers, tampers, etc. Operates gasoline driven earth compactors.

**TRADITIONAL METHODS** (including knowledge & abilities) Walks on even terrain. Hauls building materials from vehicle or staging area to job site. Reaches and grasps a variety of building materials and hand and power tools unilaterally and/or bilateral to the site, in front, or on one shoulder. May work below, at, or above waist level in a variety of dynamic and fixed positions. Requires ability to perform heavy and semi-skilled construction and maintenance work. Wears tool belt.

C. **FUNCTION** (including skill level) Operates heavy snow removal equipment including snowplow.

**TRADITIONAL METHODS** (including knowledge & abilities) Walks on slippery surfaces, operates snow equipment on a 24 hour on-call basis, contingent upon diverse winter conditions.

D. **FUNCTION** (including skill level) Clears and maintains rights of way. Clears roadside area of debris. Trims and falls trees. Assists with flood control, clears away brush. Builds dikes to divert water during flood conditions.

**TRADITIONAL METHODS** (including knowledge & abilities) Operates shovel, rake. Fills sand bags. Methods are equivalent to "B", above.

E. **FUNCTION** (including skill level) Assists in evaluating need for and installs road signs. Communicates orally and aurally with supervisor.

**TRADITIONAL METHODS** (including knowledge & abilities) Digs post holes and installs posts. Climbs 6 foot step ladder. Drills holes in posts. Lifts road sign into place while securing sign to post with metal hardware. Requires physical abilities as described in "B" above.

F. **FUNCTION** (including skill level) Assists in maintenance and field repair of assigned equipment. **TRADITIONAL METHODS** (including knowledge & abilities) Negotiates close quarters in a variety of dynamic and fixed positions while reaching below, at, or above waist level and grasping and/or fingering unilaterally and/or bilaterally a variety of tools and component parts.

G. **FUNCTION** (including skill level) Directs vehicular traffic through road construction site with hand held sign. On larger jobs, may drive pilot car.



**TRADITIONAL METHODS** (including knowledge & abilities) Unilaterally holds five-pound traffic sign to stop and start motorized vehicles at appropriate intervals through road construction site. Carries two-way portable radio. Communicates visually, aurally, or orally with other flag persons and construction workers.

H. **FUNCTION** (including skill level) Performs clean-up duties around shop and yard, as prescribed. Washes pickup truck. Sweeps floor. Picks up debris from yard.

**TRADITIONAL METHODS** (including knowledge & abilities) Reach, grasp, and carry trash from ground to dumpster. Operates pressurized hot water washer. Push and pull shop broom.

I. **FUNCTION** (including skill level) May weld components together to perform field repairs of assigned equipment. Operates portable welding equipment.

**TRADITIONAL METHODS** (including knowledge & abilities) Negotiates close quarters in a variety of dynamic and fixed positions while reaching below, at, or above waist level and grasping and/or fingering unilaterally and/or bilaterally a variety of tools and component parts. Applies knowledge of welding techniques and metallurgy.

### ***ARTICLE III - Maintenance of Membership***

**INTERNATIONAL UNION OF OPERATING ENGINEERS (I.U.O.E.)** hereinafter named UNION. All employees except temporary employees, within thirty (30) days after date of employment shall become members in the UNION in good standing in accordance with its Constitution and Bylaws, and, shall as a condition of employment, maintain their membership in the UNION in good standing for the duration of this Agreement. It is understood, however, that the foregoing shall be effective only in accordance with and consistent with, the provision of Federal or State law.

**BENEFITS:** Health Insurance after three months; sick leave after three months; vacation after six months, accruing from date of hire. There is a six-month probationary period.

**TO APPLY: CONTACT THE BEAVERHEAD COUNTY ROAD DEPARTMENT AT THE COUNTY COURTHOUSE, 2 S. PACIFIC ST #13, DILLON OR CALL 683-3780.**

**AN APPLICATION CAN ALSO BE DOWNLOADED OFF THE BEAVERHEAD COUNTY WEB SITE AT BEAVERHEADCOUNTY.ORG UNDER THE HUMAN RESOURCE DEPARTMENT.**

**The deadline for applications is Friday, December 13<sup>th</sup> by 5:00 p.m. Applications may be turned into the Beaverhead County Road Department in the courthouse or mailed to 2 S. Pacific St #13, Dillon, MT 59725.**