



ROOSEVELT COUNTY – JOB DESCRIPTION

Equipment Operator I JOB DESCRIPTION

Position Title:	Equipment Operator I	Exemption Status:	Non-Exempt (hourly)
Job Classification:	Full Time: Range 19	Probationary Status:	Six (6) Months
Department/Office:	Road	Safety Sensitive:	Yes
Reports to:	Supervisor/Superintendent	Last Updated:	October 5, 2016

Job Summary

Under limited supervision, assist the road department with maintenance and upkeep of county roads and equipment: including but not limited to cattle guard upkeep and repair, pothole repair, culvert installation and repair, traffic control, chip seal application and operating heavy equipment.

Essential Functions

- Performs a variety of heavy-duty equipment operations to accomplish light grade work and earth shaping to the satisfaction of the Road Superintendent.
- Operates large on-road and off-road heavy duty equipment such as grader, bulldozer, scraper, service truck, water truck, low-boy tractor/trailer, dump truck, and loader; to excavate, load and haul dirt fill.
- Repairs, constructs, scrapes, cleans and fills a wide range of county-owned hard surface and dirt roads, and ditches
- Removes snow from county-owned roads when warranted by weather conditions.
- Digs, grades, and places culverts at various property entrances, or under roads to prevent or relieve flooding and wash-outs.
- Performs ordinary operating and preventative maintenance on equipment to ensure adequate performance, and generally assist in all other operations and duties at the road department.
- Conducts maintenance and repairs on the shop, cattle guards and road yard
- Hauls and removes dirt and gravel from county-owned roads.
- Distributes salt/sand mixtures as weather conditions and safety warrant.
- Uses tank truck to wet down dusty or hard road surfaces.
- Patches hard road surfaces when indicated.
- Utilizes the following equipment and tools: Grader, bulldozer, scraper, loader, water truck, service truck, low boy tractor/trailer, and dump truck. Utilizes various mechanic small hand tools.
- Must be able to communicate orally and in writing in English.
- Must be able to communicate verbally with co-workers.
- Must be able to read accurately all gauges on equipment and make correct judgments in operation of equipment.
- Must be able to accurately estimate distances in order to maintain safety while operating equipment.
- Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.
- Responsible for maintaining assigned vehicle according to established standards.

Non-Essential Functions

- Perform other duties as assigned.

Professional Requirements

Roosevelt County and applicable regulatory and statutory bodies establish the following criteria:

- Meet DOT-compliant physical fitness screening standards as required by Roosevelt County;
- Successful completion of interview by County and Road Department representative(s) who will measure traits that are significant or necessary to perform the job, and demonstrate the applicant's ability to relate ideas and answer questions relative to the job.
- Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: fingerprinting, criminal record search, driving record screening, reference check, and employment verification.
- Following a conditional offer of employment, candidates for Equipment Operator will undergo a physical examination by the County's appointed medical doctor. The examination is based on the medical standards required by the Department of Transportation in compliance with possession of a Class A Commercial Driver's License in New Mexico.
- Successful completion of required training, including but not limited to Cardiopulmonary Resuscitation (CPR), within one year from date of hire and Defensive Driving within six (6) months of date of hire.
- Adhere to dress code, appearance is neat and clean.
- Report to work on time and as scheduled on a 4/10 four days a week, ten hour shifts schedule that may include overtime shifts in case of emergency.
- Remain on call twenty-four (24) hours per day, seven (7) days per week.
- Maintain a telephone for twenty-four (24) hour use, and ensure that any changes to contact information or response availability are communicated to superiors promptly when changed.
- Represent the County and the Road Department in a positive and professional manner at all times, including use of tact when working with a wide range of individuals, including the public, often under tense circumstances.
- Comply with all County and Road Department policies and procedures, and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA").
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- Citizen or legal resident of the United States who has reached eighteen (18) years of age.
- High School Diploma or GED required.
- Must possess a valid Class A New Mexico Commercial Driver's License OR be able to demonstrate proficiency in a minimum of one piece of heavy equipment as described under Essential Functions, or related equipment.
- Minimum one year experience in heavy equipment operation and continuous training preferred.
- Have not been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding this application, to any violation of any federal or state law or local ordinance relating to:
 - Aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude; and
 - Has not been released or discharged under dishonorable conditions from any branch of the armed forces of the United States.
- One or more years' direct experience with a New Mexico County Road Department preferred.
- Bi-lingual preferred.
- Veterans preferred.

Knowledge, Skills, and Abilities

- Ability to correctly judge environmental factors and determine appropriate equipment to be utilized.
- Ability to remain constantly aware of various laws and related changes, making decisions with regard to safety and work completion within own authority, and communicate information to higher authority as needed.
- Ability to work beyond scheduled shift if necessary.
- Ability to obey direct orders without question or hesitation, especially in more complex or emergency situations.
- Ability to follow rules, regulations, statutes, and direct, lawful orders that run contrary to personal wishes.
- Ability to administer first aid and / or CPR.
- Ability to communicate effectively in English, both orally and in writing, and perform basic mathematical functions.
- Understand such concepts as ratios, proportions, and percentages.
- Ability to read, interpret, and follow written documents such as instructions, policies, regulations, operating instructions, legal documents, and procedure manuals.
- Ability to develop and retain knowledge of computer operations for documentation and recording purposes.

- Ability to effectively safeguard confidential information in accordance with policy, procedure, regulation, and statute.
- Ability to file various reports in an adequate and timely manner, ensuring proper details.
- Ability to use good judgment in determining appropriate course of action in more complex or emergency situations.
- Ability to work independently, with or without direction, with one or two people, or in a large group.
- Ability to complete work assignments accurately and in a timely manner.
- Knowledge of relevant transportation and safety laws and regulations.

Physical Requirements and Environmental Conditions

- Ability to lift up to sixty pounds one-third of work day, from ground to waist level. Ability to lift up to thirty pounds from ground to overhead once per day. Ability to lift and carry up to fifty pounds around work site.
- Ability to sit up to four hours at one time, and up to nine hours total per day.
- Ability to stand up to thirty minutes per day. Ability to walk up to two hours per day.
- Ability to crouch and kneel both for thirty minutes per day.
- Ability to crawl for fifteen minutes once per week.
- Ability to climb in and out of equipment cabs at least six times daily at estimated height of five feet.
- Ability to remain in a prone position for fifteen minutes once per week.
- Ability to bend at waist and twist/rotate waist for up to one-third of work day.
- Ability to work with arms extended and bent for up to four hours at one time and nine hours total per day.
- Ability to pull and push with arms with a force of up to five pounds up to four hours at one time and nine hours total per day.
- Ability to push and pull with arms up to fifty pounds plus of force while performing labor work.
- Ability to use hands and wrist to screw/unscrew oil caps and filters as part of maintenance routine.
- Ability to push with legs up to forty pounds of force to operate foot controls for up to four hours at one time, and nine hours total per day. Ability to twist/rotate legs in operating foot controls.
- Ability to use hands and fingers to grasp and manipulate levers, and steering wheel in a bilaterally coordinated manner.
- Ability to coordinate use of hands and eyes in operation of equipment.
- Work irregular hours, including being called in, or required to stay, beyond designated shift assignment.
- Adapt to and work under stressful conditions and under extreme pressures.
- Work in varying degrees of temperature (heated or air conditioned), including possible exposure to extreme temperatures depending on weather conditions.
- Must tolerate exposure to noisy environments while operating and around equipment, vibration of body while operating equipment, and exhaust fumes, dust and mists.
- All other requirements as listed in Department of Transportation Medical Certification standards.
- Work is performed on even and uneven terrain, while both operating equipment and performing general labor work. Surface may be wet or dry, on hard surfaces or dirt roads. Grease or oil may be found on working surfaces. Work may be performed on inclines.
- Handles a variety of materials including but not limited to petroleum products, grader blades, tire chains, construction signs, paint, water, weeds, salt, sand, canvas.
- Employee utilizes work aids and personal protective equipment (PPE) including but not limited to: eye protection, hearing protection, steel-toed boots, reflective vests, masks, and gloves.

Other Requirements

- Employee must notify their supervisor or Administrator immediately upon learning that any member of the employee's immediate or extended family has been incarcerated at the Roosevelt County Detention Center.
- Employee must consent to regular monitoring of driving record for employment and ongoing insurability.
- Employee must comply with the safety guidelines of the County.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date



ROOSEVELT COUNTY EMPLOYMENT APPLICATION

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES – 109 W. 1st St – Portales, NM 88130 - 575-356-5307

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA". **Do not leave questions blank.** Be sure to sign when completed. Roosevelt County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, ancestry, religion, age or disability in employment. You may make copies of this application and enter different position titles, but **each copy must have an original signature.** **Resumes will not be accepted in lieu of fully completed applications.** **Please return application to Roosevelt County Administration Office/Human Resources.** **Faxed/Emailed applications will not be accepted.**

LEGAL NAME _____
(Last) (First) (Middle)

MAILING ADDRESS (Current) _____
(Street) (City) (State) (Zip)

PHONE _____ ALTERNATE NO. _____

Are you known to schools, references, or former employers by another name? Yes () No ()

If yes, by what name (s)? _____

PRINT EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING FOR:

Date available for work _____ Expected Salary _____

Are you at least 18 years of age? Yes () No ()

Driver's License _____ Expiration Date _____
State Number

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Class E ☐ Class M ☐ CDL Endorsements: _____

Are you legally entitled to work in the United States? Yes () No ()

***Proof of eligibility will be required upon employment**

EDUCATION

(NOTE: Applicants are required to provide proof of education: i.e., diploma, degree, transcripts, certifications and registrations.)

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Did you graduate? Yes () No () GED? Yes () No ()

Type Of School	Name & Locations of Schools	Dates Attended From To		Semester Hours Completed	Graduated Yes No	Expected/or Graduation Date	Type of Diploma or Degree	Major and/or Minor Field of Study
High School								
College								
Technical								
LICENSE / CERTIFICATION (P.E., Attorney, CPA, etc.)		Date Issued	Issued by (State or Other Authority)		License No.		Location of Issuing Authority (City & State)	

Special Skills/Qualifications: List ALL special skills you possess and machines or equipment you can use, such as calculators, printing or graphics, computer equipment, types of software and hardware.

What language(s) do you speak and or write fluently? _____

How fluently? Fair () Good () Excellent ()

Have you ever been employed by Roosevelt County? Yes () No ()

If yes, list the departments and dates of employment _____

Are you related to any employee, elected or appointed official of Roosevelt County (Commissioner, Assessor, Clerk, Judge, Sheriff, Treasurer)? Yes () No ()

If yes, list the Office and name of relative _____

REFERENCES: Please provide names, addresses and phone number of three references NOT related to you (exclude former employers) in order to be considered for employment.

Name	Address	City/State	Phone Number

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, separated. I understand that failure to complete the application may be sufficient cause for rejection of this application or separation after employment. I also understand that if I am employed by the County, I must comply with its policies, procedures and directives as a condition of employment. I further understand that no employee or representative of Roosevelt County, other than the County Manager, has the authority to enter into any agreement for employment for any specified period of time.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

I, the undersigned, authorize any and all of my present and past employers, law enforcement agencies, courts and motor vehicle departments to disclose information regarding my character, integrity, reputation, work performance and job duties to **Roosevelt County**.

I understand that **Roosevelt County** will keep the information provided during the employment process confidential to the extent permitted by law. This application, along with any attachments, becomes the property of **Roosevelt County**.

It is the policy of **Roosevelt County** that applicants given a Conditional Offer of Employment take a drug test to show they are substance free. In order to protect the safety of co workers and the public, any applicant who refuses to take such test and/or whose test shows illegal drug use will not be employed by **Roosevelt County**.

THIS APPLICATION MUST BE SIGNED

Sign Here _____
Applicant's Signature Date

ROOSEVELT COUNTY DRUG AND ALCOHOL ABUSE POLICY APPLICANT'S OVERVIEW FORM

Roosevelt County has a commitment to a drug-free workplace as a leader in promoting a drug-free work force.

All applicants, upon a conditional offer of employment for regular, full-time or part-time, safety-sensitive positions and temporary positions, will be required to submit a to a pre-employment alcohol/drug screen. A job applicant who refuses to consent to a drug and alcohol test, fails to report to collection site, or fails (tests positive) such test will be denied employment.

If a sample is positive for substances that may be associated with prescription medication, the applicant will be given the opportunity to report any medications that have been recently used to the Director of Human Resources, and will be asked to supply proof of valid prescription.

An applicant who tests positive on an alcohol/drug test may elect to have, at the applicant's expense, a portion of the original specimen retested by another approved testing facility, using the cut-off levels which are standard at the time of the testing. The request for a retest must be made within two working days of the applicant's notification of positive results. The original testing laboratory shall then arrange for the shipment of the sample to the approved testing facility of the applicant's choosing. The County shall reimburse the applicant for the retest if the retest is negative.

All employees are subject to the Drug and Alcohol Policy depending upon their jobs, which may include testing under the following conditions: post-vehicle accident, post-incident, reasonable suspicion, and random.

I certify that I have read the above overview of the Roosevelt County Drug and Alcohol Abuse Policy and consent to comply with all provisions of the policy.

Printed Name

Applicant's Signature

Date

EMPLOYMENT HISTORY

List present or most recent positions first. This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications. If you need additional space to adequately describe your employment history, you may use an employment history supplemental page or attach a typed employment history providing the same information in the same format as this application form.

_____ Company Name		_____ Company Address/City/State		
_____ Company Phone Number w/Area Code		_____ Your Position/Title		
_____ Name of Immediate Supervisor/Supervisor's Title		_____ Supervisor's Telephone Number		
_____ Beginning Salary	_____ Ending Salary	_____ Start Date MM/YYYY	_____ Ending Date MM/YYYY	_____ Hours Worked Per Week
Describe Your Duties: _____				

Reason for Leaving: _____				
May we contact your present employer? ☐ YES ☐ NO				

_____ Company Name		_____ Company Address/City/State		
_____ Company Phone Number w/Area Code		_____ Your Position/Title		
_____ Name of Immediate Supervisor/Supervisor's Title		_____ Supervisor's Telephone Number		
_____ Beginning Salary	_____ Ending Salary	_____ Start Date MM/YYYY	_____ Ending Date MM/YYYY	_____ Hours Worked Per Week
Describe Your Duties: _____				

Reason for Leaving: _____				
May we contact your present employer? ☐ YES ☐ NO				

EMPLOYMENT HISTORY

You may copy and attach several pages if necessary

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact your present employer? ____ YES ____ NO

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact your present employer? ____ YES ____ NO

CONFIDENTIAL

ROOSEVELT COUNTY APPLICANT PROFILE

This page will be used only for statistical purposes in complying with the record keeping requirements of the Federal Government and to assure equal employment opportunity in the County's hiring practices. This profile will be filed separately from your application and the information contained will not be used in determining eligibility for employment. Participation is voluntary, but encouraged. Thank you for your interest in Roosevelt County Government. Roosevelt County is an equal opportunity employer.

Position(s) applied for: _____

Today's Date: _____ Date of Birth: _____

Name: _____

Address: _____
Street/PO Box City State Zip

1. Are you a veteran? () YES () NO
If so, what branch and when? _____
2. Are you Male () or Female ()
3. What is your ethnic background? (Please check only one)
() White
() African-American
() Hispanic
() American Indian or Alaskan Native
() Asian or Pacific Islander
() Other (Please explain) _____
4. How did you learn about this job? (Please check only one)
() Newspaper
() Walk in
() Referral by current/past employees
() Telephone inquiry
() Radio / TV
() Internet / Website
() Other (Please explain) _____
5. Do you consider yourself or do others consider you to be handicapped or disabled? () YES () NO
6. Do you have any physical limitations that without reasonable accommodations could affect your ability to successfully perform the job for which you are applying? () YES () NO
If YES, please explain below:

DATE

INJURY

EMPLOYER

DOCTOR
