

Fabian Munoz
Commissioner, District 1

Malin Parker
Commissioner, District 2

Roy Lee Criswell
Commissioner, District 3



Tina Dixon
Commissioner, District 4

Paul Grider
Commissioner, District 5

Meadow Forget
County Manager
575.356.5307

County Manager's Office
109 West 1st Street • Portales, NM 88130

Equipment Operator 1

Date posted: January 20, 2026

Pay: \$13.23 - \$21.91 per hour

Job description:

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, lo-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.

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- 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:
 - o Aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude; and
 - o 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.

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- 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.
 - 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.
 - 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.

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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.'

Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

10 hour shift

Ability to Commute:

- Portales, NM (Required)

Ability to Relocate:

- Portales, NM: Relocate before starting work (Required)

Work Location: In person