

NOTICE OF POSITION OPENING

Gillespie County Road & Bridge Seasonal Maintenance

These are basically summer positions
with a limited number of weeks of employment

APPLICATION PERIOD OPEN

This Application Posting May Close At Any Time
Once a Sufficient Number of Applications Have Been Received
Or Position Filled

For additional information call 830-997-6521

Return Applications To:
Gillespie County Courthouse
101 West Main Unit #5 Room 106
Fredericksburg, Texas 78624

Applications may be submitted
Via FAX to 830-990-2307
or
Email to countytreasurer@gillespiecounty.org

GILLESPIE COUNTY IS
AN EQUAL OPPORTUNITY EMPLOYER

COUNTY OF GILLESPIE, TEXAS

JOB DESCRIPTION For Road & Bridge Seasonal Maintenance

JOB CODE: 5708

FLSA CLASSIFICATION: Non-Exempt (7-day, 40 hour work period, Sunday through Saturday);
Seasonal as needed

OCCUPATIONAL CATEGORY: Skilled/craft

PAY SCHEDULE: Pay Group 08 Range \$12.06 - \$17.49 per hour

Gillespie County pays bi-weekly. All non-exempt employees are paid on a per hour basis.

Wages are based on the County Pay Schedule and Pay Groups within that Schedule. Pay Groups are reflected in three stages: Entry, Midpoint, and Maximum point range. These are informational points only and do not indicate pay levels or levels of pay increases. Normally new staff comes in at the entry level. Pay rate changes generally take place only at the beginning of the County's fiscal year (October 01, yyyy) unless an exception is so noted in the adopted budget.

County positions shall be reviewed at least annually ... may include, but not limited to review of essential duties/functions, necessity of position, wage scale rating, and budgetary factors.

PAY PLAN:

The wage for this position is established according to the County Pay Schedule. The work period for such position shall be seven (7) consecutive days commencing on Sunday. Under this schedule overtime compensation will be computed on a 40-hour WORK period.

Wages are paid biweekly.

LEAVE PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

No paid leave plans offered with this position.

BENEFIT PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Benefit plans with this position include those that are required by law.

Other: The County provides workers' compensation and unemployment coverage.

SUPPLEMENTAL ELECTIVE COVERAGES:

No supplemental elective coverage(s) ... are offered with this position.

GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:

Under the direction of the Precinct Road Foreman, this position performs maintenance and repairs to county roads, makes necessary improvements to county roads (including bridges), and maintains rights-of-ways. Operates vehicles and tractors as directed by supervisory personnel and provides necessary preventative maintenance to all precinct equipment. Performs other duties relevant to this position as assigned by supervisor.

ORGANIZATIONAL RELATIONSHIP:

REPORTS TO: Reports to and receives direction from the Precinct Road Foreman and occasionally from the County Commissioner:

SUPERVISES: NA

OTHER: Has frequent contact with other county personnel and the general public. Positive interaction with county personnel and the general public is a critical component of this position and is a high priority for any public servant.

ESSENTIAL DUTIES/FUNCTIONS ... Essential duties/functions may include, but are not limited to the following:

Operates equipment involved in the maintenance, repair, and construction of county roads. Major projects include:

- Construction, maintenance, paving, and repair of roads and bridges
- Clearing, maintaining, and mowing right-of-ways
- Installing and repairing cattle guards
- Construction and maintenance of fence lines
- Maintaining road signs
- Flagging duties and other safety issues related to County road maintenance

requirements

Provides preventative maintenance to equipment including safety inspections prior to operation by checking tires, oil, lubricant, water, lights, fuel, transmission, hydraulic oil, or any other functions as may be deemed necessary by the supervisor.

Works with hand tools such as shovels, cutters, pliers, rakes, posthole diggers, hammers, etc. as directed or as may be necessary.

Operates power equipment such as weed eaters, chainsaws, circular saws, drills, etc. as directed or as may be necessary.

Performs required tasks with the use of proper equipment in a safe and efficient manner.

Reports any damaged equipment, safety hazard, or possible safety hazard to supervisor.

Performs any other related duties/functions as may be assigned or required by the supervisor.

ADDITIONAL DUTIES/FUNCTIONS ... Additional duties/functions may include, but are not limited to the following:

Ability and willingness to learn how to operate additional equipment as may be requested.

NOTATION ... All duties must be in compliance with the Fair Labor Standards Act (FLSA).

WORKING CONDITIONS and SCHEDULES:

COUNTY FACILITIES AND VEHICLES are a smoke-free and alcohol-free working environment. Work locations may be in close proximity to highly utilized public facilities.

PHYSICAL demands of this position require daily and prolonged repetitive motor movements. Physical demands include:

- Sitting and operating mechanical controls for extended periods of time
- Lifting materials (ground level to above head) in the range of 40 (forty) to 100 (one hundred) pounds (such as cement, gravel, culvert pipe, posts, various pieces of equipment, etc.) ... request for assistance with heavy or cumbersome object(s) is required for personal and material safety
- Shoveling (materials such as asphalt, gravel, dirt, etc.)
- Digging (post holes, trenches, etc.)
- Standing for considerable lengths of time
- Stooping and bending over
- Walking and standing for considerable lengths of time

ENVIRONMENTAL demands of this position require:

- Working predominately outdoors, consisting of a full range of weather conditions
- Contact with potentially hazardous solvents and abrasive materials or compounds
- Contact with potentially poisonous plants and insects
- Contact with rough, jagged, sharp objects (i.e., brush, pipe, wire, rock)
- Working in a noisy environment

SCHEDULES Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 7:30 a.m. to 4:00 p.m. or 7:00 a.m. to 3:30 p.m. with ½ hour for lunch. Overtime and/or unscheduled hours, holidays, and weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Regular attendance is essential. Employee must arrive at work on time, prepared to perform assigned duties, and work assigned schedule. Any absences must be reported to supervisor as soon as possible.

Employees are required to record their work hours properly and to submit time records promptly to their supervisor.

SUBSTANCE TESTING: Required screen tests may include: post-accident, reasonable suspicion testing and follow ups.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

CERTIFICATES, LICENSES, and OTHER REQUIREMENTS:

LICENSE: Class C Driver's License

EDUCATION: No requirement.

AGE: Must be at least 18 (eighteen) years of age.

TESTING: Must pass post-job-offer physical and alcohol/drug test.

EXPERIENCE: Minimal experience in lawn equipment and hand tools.

SELECTION CRITERIA:

KNOWLEDGE, SKILLS, AND ABILITIES:

- (1) Skill and knowledge in the operation of various equipment involved in the maintenance, repair, or construction of County roads.
- (2) Skill in the use of chain saws, weed eaters, push mowers, hand tools, power tools, or any other necessary equipment associated with job requirements.
- (3) Ability to safely use all equipment on a daily basis and perform all duties in a safe working environment in accordance with County safety programs and work rules.
- (4) Skill to make minor repairs to equipment, including the preventative maintenance thereof.
- (5) Ability to perform assigned duties without continual supervision and to make sound, independent judgments.
- (6) Ability to manage multiple and changing priorities as may be necessary.
- (7) Ability to perform strenuous manual labor and lift moderately heavy objects (over 50 pounds).
- (8) Ability to establish and maintain effective working relationships with co-workers ... being a team player.
- (9) Skill to effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.

ADDITIONAL REQUIREMENTS:

- (1) Gillespie County requires consent for Criminal Background check from all applicants.
- (2) Gillespie County requires passage of bonafide fit-for-duty physical and a drug and alcohol test.
- (3) Resumes are accepted, but will not serve in lieu of an official completed Gillespie County application for employment.

DISCLAIMER

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this classification/job description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and certifications required of personnel so classified.

All benefits of employment with the County are subject to review and change at any time. The County makes no guarantee as to future benefits of employment. All benefits, programs, rules, and policies of the County are subject to exceptions or change at any time, as decided by the County. The County will have the right to change your location for work, your salary and benefit programs, its personnel policies, and any other privilege or condition of employment at any time for any reason, with or without prior notice.