

NOTICE OF POSITION OPENING

GILLESPIE COUNTY Road Precinct No 1 Tractor-Trailer Operator, Maintenance & Equipment Operator II

APPLICATION PERIOD OPEN

This Application Posting May Remain Open Until
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

Tractor-Trailer Operator, Maintenance & Equipment Operator II Road Precinct No 1

JOB CODE: 5713

FLSA CLASSIFICATION: Non-Exempt (7-day, 40 hour work period, Sunday through Saturday); Full-Time

OCCUPATIONAL CATEGORY: Skilled/craft

PAY SCHEDULE: Pay Group 13 ... Entry level for this position is \$14.82 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:

Vacation: Accruals are credited on a biweekly basis and available for use as it is accrued after 1 full year of continuous service. Year to year carry-over accruals are limited to twice the employee's annual rate.

Sick Leave: Accruals are credited on a biweekly basis and available for use as it is accrued. Employees accrue 48 hours of sick leave per twelve month period.

Holidays: Commissioners Court approved holidays.

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

Retirement Plan: Mandatory participation in the county sponsored retirement plan (Texas County & District Retirement System).

Group Medical Coverage: The County provides and pays for employee major medical and prescription drug coverage ... employee enrollment is not mandatory.

Social Security / Medicare: The County is a social security employer ... employee wages are subject to social security and Medicare taxes.

Section 125: The County offers a Section 125 Cafeteria Plan ... flexible benefit, premium deferred only plan for qualifying coverage.

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

SUPPLEMENTAL ELECTIVE COVERAGES:

Supplemental elective coverage(s) ... such as: accident, dental, life, cancer, heart; and membership in emergency transport coverage plan(s), are offered through payroll deduction.

The County does not contribute towards the coverage(s) costs.

OTHER:

Deferred Compensation Plan (457k) is offered for employee participation. The County is not a contributor to the plan.

GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:

Under the direction of the Precinct Road Foreman and/or the County Commissioner. The primary function of this position is to operate a tractor-trailer rig to transport various pieces of heavy equipment for all four county road precincts over main roads and narrow county roads. In addition, this position may be transporting road materials either by belly-dump or end-dump trailer in future years. When not performing the duties of a tractor-trailer rig operator, this position performs maintenance and repairs to county roads, makes necessary improvements to county roads, including bridges and maintained rights-of-ways. Operates vehicles, dump trucks, tractors, and heavy equipment in addition to providing 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 of Road Precinct No 1.

SUPERVISES: Non-supervisory position.

OTHER: Has frequent contact with other county personnel, the general public, or suppliers of goods and services to the County. 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 a tractor-trailer rig to include the preventative maintenance and daily care of the tractor and trailer. Observes and immediately reports equipment or mechanical failure. Complies with all DOT and in-house regulations and rules. Must be able to load and unload equipment and/or cargo in a safe manner consistent with approved methods. Additional responsibilities include:

- follow all applicable traffic laws
- monitor road conditions and watch for traffic congestion
- check all fluid levels, fill up fuel, clean truck, check tires, and wash windows
- inspect trailer before and after use including safety issues
- pre-plan routes for over-side loads
- maneuver tractor-trailer rig into loading and unloading positions
- comply with truck driving rules and regulations as well as county policies and procedures

Operates heavy equipment involved in the maintenance, repair, and construction of county roads including but not limited to maintainers, dump trucks, tractors, mowers, graders, and loaders. Major projects include:

- construction, maintenance, paving, and repair of roads and bridges
- clearing and mowing right-of-ways
- installing and repairing cattle guards
- construction and maintenance of fence lines
- maintaining road signs
- metal construction and/or repair by using a welder

Provides preventative maintenance to heavy equipment and vehicles including safety inspections prior to operation by checking tires, oil, lubricant, water, lights fuel, transmission, hydraulic oil, or any other functions a may be deem necessary by the supervisor. Performs minor repairs and adds fluids as may be required. May be required to train other personnel in operation of equipment.

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

Operates power equipment such as chainsaws, circular saws, drills, cutting torches, welders, 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.

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.)
- shoveling (materials such as asphalt, gravel, 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. 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 for commercial drivers include: post accident, random testing, reasonable suspicion testing and follow ups.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

CERTIFICATES, LICENSES, and OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid Texas Class A Commercial Driver's License within 30 days of employment. Important: Retention of position is contingent upon obtaining and maintaining required licenses.

OPTIONAL LICENSE: Trucking school diploma or any other trucking related certificates.

EDUCATION: Graduation from high school or GED equivalent.

AGE: Must be at least 21 (twenty-one) years of age.

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

EXPERIENCE: At least two (2) years' experience in driving a tractor-trailer rig with no serious tickets or accidents in driving history. Two (2) years in the operation of heavy equipment.

ADDITIONAL: Applicant may be required to demonstrate ability to operate a tractor-trailer rig.

SELECTION CRITERIA:

KNOWLEDGE, SKILLS, AND ABILITIES:

- (1) Ability to efficiently and safely drive a tractor-trailer rig;
- (2) Skill in operating a tractor-trailer rig on small and narrow roadways;
- (3) Knowledge of all DOT regulations and compliance issues;
- (4) Ability to detect maintenance issues on tractor-trailer rig;
- (5) Knowledge/ability to properly check tractor and trailer for safety concerns before and after trips;
- (6) Ability to load and unload heavy equipment or cargo from trailer in a safe manner;
- (7) Knowledge to keep the tractor-trailer rig and associated equipment clean and in good working

Condition.

And,

(8) Skill and knowledge in the operation of various heavy equipment involved in the maintenance, repair, or construction of County roads;

(9) Skill in the use of hand tools, power tools, cutting torches, welders, or any other necessary equipment associated with job requirements;

(10) 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;

(11) Skill to make minor repairs to automotive and heavy equipment, including the preventative maintenance thereof;

(12) Ability to perform assigned duties without continual supervision and to make sound, independent judgments;

(13) Ability to manage multiple and changing priorities as may be necessary;

(14) Ability to perform strenuous manual labor and lift moderately heavy objects (over 50 pounds);

(15) Ability to read and understand maintenance manuals, safety material, road maps, or other instruction manuals/materials;

(16) Ability to establish and maintain effective working relationships as necessitated by work assignments....a team player;

(17) 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.
- (4) Applicant may be required to demonstrate ability to operate a tractor-trailer rig.