



Human Resource Division

Eileen F. Sedillo
Human Resource Supervisor

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Commissioner - District 4

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Commissioner - District 5

Vidal Martinez, Ed.D.
County Manager

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of Equipment Operator III. This position is responsible for working as a Crew Leader providing road drainage, bridge, and building maintenance and construction projects. Special maintenance to include installation and maintenance of cattle guards, minor welding repairs to Solid Waste Bins and as otherwise directed. Responsible for operating light duty to heavy duty equipment such as backhoes, front-wheel loaders, motor graders, skid-steers, tandem and semi-tractor truck, rollers, and all other duties directed by Public Service Operations Supervisor and Transportation Foreman. This position requires a Class B Commercial Driver's License.



SUPERVISORY POSITION RANGE I:

SALARY RANGE:

\$25,000.00 - \$40,000.00

Deadline for applications is Tuesday, January 16, 2018 at 3:00 p.m. Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description by logging on to San Miguel County's Web Site at www.co.sanmiguel.nm.us. San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Vidal Martinez, Ed. D., County Manager

 1/2/18
Date


Eileen Sedillo, Human Resource Supervisor

1.2.18
Date

Published: January 5, 2018

**SAN MIGUEL COUNTY
PUBLIC WORKS DIVISION
EQUIPMENT OPERATOR III
JOB DESCRIPTION**

SUPERVISORY POSITON RANGE I:

Salary: \$25,000-\$40,000
Status: Classified Position
FLSA: Non-Exempt Position

DEFINITION:

Under the direction of the Public Works Foreman, this position is responsible for working as a Crew Leader providing road drainage, bridge, and building maintenance and construction projects. Special maintenance to include installation and maintenance of cattle guards, minor welding repairs to Solid Waste Bins and as otherwise directed. Responsible for operating light duty to heavy duty equipment such as backhoes, front-wheel loaders, motor graders, skid-steers, tandem and semi-tractor trucks, rollers, etc.

SUPERVISION:

The position is under the direct supervision of the Public Works Division Foreman. The position is a classified position. The Public Works Division Foreman will monitor all work performed.

RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:

Receives direction from the Public Works Foreman to work as a Crew Leader to perform all work necessary in addressing road drainage, bridge maintenance, building construction projects, and crusher production assigned.

Provides direction to Equipment Operators, Laborers, etc. to complete assigned work related to road drainage, bridge maintenance and/or construction. Provides recommendation to Public Works Foreman regarding equipment and personnel performance.

Plans and coordinates the procurement and scheduling of maintenance and construction materials for all road drainage, bridges, and crusher, projects or operations.

Insures appropriate work site signage for the protection of the work crew and general public at all work sites and instills safety compliance at all work sites.

Provides assistance with Solid Waste related issues when necessary; to include hauling of trash, repairing of grounds at the various Convenience Centers such as gates, building maintenance, fence repairs, etc.

Insures performance of all work in compliance with County Specifications and Construction Standards that apply to such work that may be assigned, and reporting any deficiencies to the Public Works Foreman for the necessary repairs.

Responsible for preparing daily reports of work performed in a precise and legible manner for documentation purposes within the Public Works Division

Another means of documentation is work performed through Disaster projects, such as completion of the 214 Forms provided whenever a State or National Disaster is declared by the County.

Operates heavy equipment to aid in performing road and bridge maintenance.

Prepares daily reports and describes the work completed.

EDUCATION REQUIREMENTS:

Minimum of 5 yrs. experience operating Heavy Equipment.

Minimum of 5 yrs. experience involving or related to road construction and or maintenance.

Must have 5 yrs. Experience/special skills with carpentry, and Welding Services

Minimum 3 yrs. Experience of Work Site Safety Practices

Minimum of 5 yrs. experience involved with the operation and maintenance of heavy equipment.

SPECIAL SKILLS OR REQUIREMENTS:

Possess a Valid New Mexico Motor Vehicle (minimum) Class B Commercial Driver's License and be insurable by the County Insurance Carrier.

Must be able to communicate in English and Spanish and retain field work notes on all work that is performed. Writing must be legible and must be able to prepare written reports for others to read.

Position classified as a safety-sensitive position subject to San Miguel County's drug and alcohol testing guidelines and procedures.

WORK ENVIRONMENT:

Works outside in varying weather conditions. Considerable physical activity, and irregular working hours. Work may be performed in rough terrain and/or inclement weather conditions. Willingness to accept change of geographical assignment.

May be required to on-call duty at various times.

PHYSICAL REQUIREMENTS:

Health, Strength, and Stamina to perform arduous tasks.

MOBILITY FACTOR:

Walk 25%

PRIMARY WORK POSITION:

Primary work position: Stand 25%, Sit 10%, Bends 10%, Runs 5%, Climbs 10%, Lifts 15%

SPECIFIC MOVEMENTS:

Arms: Reach, and extend.

Lifts and carries objects weighing 25 to 100 lbs. and over.

Legs: Bends, walks, squats, and kneels.

Hands: Gross Dexterity, occasionally, grasp/manipulate, frequent speed required, often-bilateral coordination and continuous eye/hand coordination.

JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS ON _____.

County Manager Date 1/13/14

Human Resource Supervisor Date 1/14/15

Supervisor Date 1/13/15

Employee Date