



## Human Resource Division

Eileen F. Sedillo  
Human Resource Director

Chris A. Najar  
Chairman - District 5

Janice C. Varela  
Vice-Chair - District 2

Rock G. Ulibarri  
Commissioner - District 1

Arthur J. Padilla  
Commissioner - District 3

Maria L. Martinez  
Commissioner - District 4

Vidal Martinez, Ed. D.  
County Manager

### SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the Temporary Full Time Position of Motor Grader Operator. The Motor Grader Operator shall be an experienced and qualified motor grader operator who is responsible for operating and maintaining a motor grader for maintenance and construction of county roadways on a daily basis. The Motor Grader Operator shall perform the required procedural functions to ensure the safe and productive use of the motor grader for scheduled road maintenance and or construction projects. The Motor Grader Operator may be directed to operate other heavy equipment required to complete road maintenance and or construction work. The Motor Grader Operator is a safety sensitive position under the direction of the Public Service Operations Supervisor and Transportation Foreman.

#### PUBLIC SERVICE OPERATIONS DIVISION RANGE III

#### SALARY RANGE:

\$32,000.00 - \$40,000.00

Deadline for Applications is Wednesday, September 12, 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](http://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

Date

Eileen Sedillo, Human Resource Supervisor

Date

Published: \_\_\_\_\_, 2018

**SAN MIGUEL COUNTY  
PUBLIC WORKS DIVISION  
MOTOR GRADER OPERATOR  
JOB DESCRIPTION**

**RANGE III:**

**Salary:       \$32,000.00-\$40,000.00**  
**Status:       Classified Position**  
**FLSA:        Non-Exempt Position**

**DEFINITION:**

The Motor Grader Operator is an experienced and qualified motor grader operator who is responsible to operate and maintain a motor grader while maintaining county roadways or building roadways on a daily basis. The Motor Grader Operator shall perform required procedural functions to insure the safe and productive use of the motor grader while scheduling road maintenance and or construction and while performing such work. Motor Grader Operator may be directed to operate other heavy equipment required to complete road maintenance and or construction work. Motor Grader Operator is a safety sensitive position.

**SUPERVISION:**

Motor Grader Operator shall receive direction from and be supervised by the Public Works Forman. Motor Graders Operators work shall be evaluated and rated based on the quality of road grading performed and the amount of mileage completed within a designated timeline. Public opinion regarding the conditions of county roads will also be utilized in the rating of a Motor Grader Operators performance.

**RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:**

Operates a motor grader or other heavy equipment assigned to complete road maintenance, road construction, drainage maintenance or construction, site preparation, and earth leveling and or removal. Inspects motor grader and or other heavy equipment operated, to identify deficiencies and or malfunctioning components and reports the findings to the Public Works Supervisor. Performs motor grader and or heavy equipment maintenance and repairs required to insure safe and productive operation of the equipment on a daily basis. Notifies various one call systems to request line locates for roads scheduled to be maintained and or built for public safety purposes. Identifies "work areas" where motor grader or other heavy equipment is to be utilized and places the prescribed "work areas" signage and or lighting to inform oncoming traffic of the equipment and operators presence. Completes reports identifying the mileage of roads graded and times and dates when such work began and completed. Submits reports to Public Works Forman on a monthly basis. Reports field and road/structures conditions that exist in the field that may require attention by the public works maintenance crews to insure safe rights of ways for all citizens.

Assigned a service pickup and fuel storage unit for transportation to work areas and fueling of heavy equipment and minor maintenance of equipment in the field. Operates the pickup in compliance of county and state policy

Records and reports monthly mileage and fuel used by the pickup and the hours and fuel worked and used in the operation of the equipment utilized by the Motor Grader Operator.

Dress's appropriately to operate the motor grader in various weather conditions and utilizes division uniform to insure appropriate designation as a county employee at all times, wears all personal protective equipment assigned by the county.

Provides in house training to county employees assigned to operate motor grader or other heavy equipment owned and operated by the county.

Attends various training and educational sessions offered to equipment operators and employees of the county.

Performs work in compliance with all applicable rules, policies, regulations and laws governing performance and operation of all types of equipment.

Completes documentation of work performed through Disaster Projects, such completion of the 214 Forms provided whenever a State or National Disaster is declared by the County.

### **EDUCATION REQUIREMENTS:**

High School diploma or GED Equivalent Certification required.

Minimum 5 years' operating a motor grader and other heavy equipment while performing gravel and dirt road maintenance and construction for a public entity and or private company.

Present various motor grader or other heavy equipment operation certification and or training and to include heavy equipment maintenance and or repair certification and or training.

Ability to communicate in English and Spanish, and capable of communication in writing.

### **SPECIAL SKILLS OR REQUIREMENTS:**

Demonstrates the ability to perform the duties required at the senior level. Ability to give and follow oral and written instructions in a clear and precise manner.

Possess a valid New Mexico Motor Vehicle (minimum) Class "D" Driver's License at all times.

May be required to pass a physical examination prior to appointment.

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

Minimum of three (3) years' work experience operating motor graders in the completion of Road Grading, earth leveling, snow removal and road building.

**WORK ENVIRONMENT:**

Works outside in varying weather conditions, 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:** Stand 25%, Sit 10%, Bends 10%, Runs 5%, Climbs 10%, Lifts 15%

**SPECIFIC MOVEMENTS:**

Trunk: Bends Frequently

Arms: Reaches, extends to vehicle/equipment compartment and/or dashboards. 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 BORED OF COUNTY COMMISSIONERS:

_____	_____
COUNTY MANAGER	11/13/15 DATE
_____	_____
HUMAN RESOURCE DIVISION SUPERVISOR	1/14/15 DATE
_____	_____
PUBLIC WORKS DIVISION SUPERVISOR	1/13/15 DATE
_____	_____
EMPLOYEE	DATE