

GILLESPIE COUNTY
Job Posting Announcement

Posting Date: 9.27.2022

Closing Date: Until filled



Available: 10.3.2022

Position/Title: Maintenance & Equipment Operator, Road Precinct 3

Pay Grade: 13

Pay Rate: \$17.89 per hour

GENERAL DESCRIPTION:

Under the direction of the Precinct #3 Road Foreman, this position performs maintenance, improvements and repairs to County roads including bridges and maintained rights-of-ways. This position also operates vehicles, dump trucks, tractors, and heavy equipment in addition to providing necessary preventative maintenance to all precinct equipment. ***Please note: This position will report to the Gillespie County Maintenance Yard at 2254 US 87 North in Fredericksburg.***

ESSENTIAL JOB DUTIES:

Essential duties/functions, under the supervision of the Precinct #3 Road Foreman may include, but are not limited to the following:

1. Construct, maintain, pave and repair roads and bridges.
2. Clear and mow right-of-way.
3. Operate heavy equipment involved in the maintenance, repair, and construction of County roads, including but not limited to, maintainers, dump trucks, tractors, mowers, graders, bucket trucks and loaders.
4. Install and repair cattle guards.
5. Construct and maintain fence lines.
6. Maintain road signs.
7. Perform metal construction and/or repair by using a welder.
8. Provide preventative maintenance or minor repairs to heavy equipment and vehicles including safety inspections prior to operation by checking tires, oil, lubricants, water, lights, fuel, transmission, hydraulic oil, or any other functions that may be deemed necessary by the supervisor.
9. Use of hand tools such as shovels, cutters, pliers, rakes, post hole diggers, hammers, etc. as directed or as may be necessary.
10. Operate power equipment such as chainsaws, circular saws, drills, cutting torches, welders, etc. as directed or as may be necessary.
11. Perform required tasks with the use of proper equipment in a safe and efficient manner.
12. Perform any other related duties/functions as may be assigned or required by the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Willingness to learn how to operate additional equipment as may be requested.
2. Knowledge in the operation of various types of heavy equipment involved in the maintenance, repair, or construction of County roads.
3. Skilled in the use of hand tools, power tools, cutting torches, welders, or any other necessary equipment associated with job requirements.
4. 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.
5. Perform assigned duties without continual supervision and make sound, independent judgments.
6. Manage multiple and changing priorities as may be necessary.
7. Perform strenuous manual labor and lift moderately heavy objects (over 50 pounds).
8. Read and understand maintenance manuals, safety material, road maps, or other instruction manuals/materials.

9. Establish and maintain effective working relationships with co-workers and other County employees as necessitated by work assignments.
10. Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- High School Diploma or equivalent.
- Two years' experience in the operation of heavy equipment.
- Must be at least 18 years of age.
- 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: Pesticide Applicator License
- Must pass post job offer physical and alcohol/drug test.
- Consent to and pass criminal background check.

Application Information:

An Application must be completed for each position. No résumé's accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return completed application to:

Jennifer Doss: jdoss@gillespiecounty.org

or mail to:

Gillespie County
101 W. Main St., Mail unit #11
Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.