

COUNTY OF GILLESPIE  
JOB DESCRIPTION



Maintenance & Equipment Operator For  
Precinct 4

**Department:** Road and Bridge

**Position/Title:** Maintenance and Equipment Operator PCT. 4

**Pay Grade:** 13

**FLSA Category:** Non- Exempt, Hourly

**GENERAL DESCRIPTION:**

Under the direction of the Precinct #4 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 DUTIES/FUNCTIONS:**

Essential duties/functions, under the supervision of the Precinct #4 Road Foreman may include, but are not limited to the following:

- Construct, maintain, pave and repair roads and bridges.
- Clear and mow rights-of-way.
- 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.
- Install and repair cattle guards.
- Construct and maintain fence lines.
- Maintain road signs.
- Perform metal construction and/or repair by using a welder.
- 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.
- Use of hand tools such as shovels, cutters, pliers, rakes, post hole diggers, hammers, etc. as directed or as may be necessary.
- Operate power equipment such as chainsaws, circular saws, drills, cutting torches, welders, etc. as directed or as may be necessary.
- Perform required tasks with the use of proper equipment in a safe and efficient manner.
- Perform any other related duties/functions as may be assigned or required by the supervisor.

**SKILLS AND ABILITIES**

- Willingness to learn how to operate additional equipment as may be requested.
- Knowledge in the operation of various types of heavy equipment involved in the maintenance, repair, or construction of County roads.
- Skilled in the use of hand tools, power tools, cutting torches, welders, or any other necessary equipment associated with job requirements.
- 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.
- Perform assigned duties without continual supervision and make sound, independent judgments.
- Manage multiple and changing priorities as may be necessary.
- Perform strenuous manual labor and lift moderately heavy objects (over 50 pounds).

- Read and understand maintenance manuals, safety material, road maps, or other instruction manuals/materials.
- Establish and maintain effective working relationships with co-workers and other County employees as necessitated by work assignments.
- 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.

#### **WORKING CONDITIONS AND SCHEDULES:**

County facilities, including vehicles, are smoke-free and alcohol-free working environments. Work locations may be in close proximity to highly utilized public facilities. This position will be working predominantly outdoors in a noisy environment, consisting of a full range of weather conditions. There will be contact with potentially hazardous solvents; abrasive materials or compounds; potentially poisonous plants and insects; as well as contact with rough, jagged, sharp objects (i.e., brush, pipe, wire, rock).

The position requires daily and prolonged repetitive motor movements, such as but not limited to:

- 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 as well as stooping and bending over.
- Walking and standing for considerable lengths of time.

Normal work schedule is Monday through Friday, eight (8) hours per day, forty (40) hours per week. Duty hours are generally 7:00 a.m. to 3:30 p.m. with ½ hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Overtime and/or unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. County employees are required to record their work hours properly and to submit time records promptly to their supervisor. Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

#### **APPLICATION INFORMATION**

**No resume will be 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 your completed application to:

Email: [hr@gillespiecounty.org](mailto:hr@gillespiecounty.org)

In Person: Gillespie County Courthouse room 102-B

Mail: 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.*

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature\_\_\_\_\_

Date\_\_\_\_\_