

General Road & Bridge Employee

JOB DESCRIPTION

Position Title: General Road & Bridge Employee

Department: Road and Bridge

Supervised by: District Foreman

Supervises: None

JOB DUTIES AND RESPONSIBILITIES

Under the general supervision of the District Foreman, operates a variety of pieces of heavy and light equipment maintaining County roads and bridges for accessible safe public travel. Exercise independent judgment and initiative in the accomplishment of most tasks.

MINIMUM QUALIFICATIONS

- Must be able to read, understand, and follow employee policy manual
- Knowledge of the operation and maintenance of trucks and construction equipment.
- Knowledge of applicable traffic laws and ordinances.
- Skill in the safe and efficient operation of road construction and maintenance equipment.
- Must have phone and be on call 24 hours a day.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate a variety of automotive and construction equipment, such as motor graders, bulldozers, backhoe, front end loaders, large self-propelled and towed compaction units, welding and similar equipment and machinery in excavating, filling, compacting, moving earth and other materials, and removing snow.
- Operate screens and conveyers used in the processing of aggregate.
- Ability to learn to operate heavy equipment of various types in the accomplishment of tasks of varying complexity in all kinds of weather conditions.
- Truck drivers must perform pre-trip inspections on trucks and trailers before they go out on the road.
- Perform manual labor in performance of duties, using various tools and equipment.
- Ability to perform or learn required maintenance, service, and repair functions.
- Attend meeting and training programs as necessary.
- Clean up Fairgrounds.
- Never leave a road unsafe for travel without proper signage and notification to district foreman.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Be able to perform as a team member.
- Be able to request annual leave in a timely manner.
- Time sheet must be detailed with daily task information.

SPECIAL REQUIREMENTS

General Road & Bridge Employee

- May be required to have a Class A Commercial Driver's License (CDL).
- It is your duty to keep your CDL driver's license and medical card current
- DOT Physical
- A copy of your renewed medical card must be sent to the Payroll/HR office within one (1) month.
- Flagger Training, First Aid and CPR Training, MSHA Part 46, 47 and 48 Training Certificates Must remain current

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- VISION - Individual must be able to read handwritten or printed material..
- HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- LIFTING - Must be able to lift, carry, push or pull a minimum of 100 pounds.
- May be required to lift some items over one's head, in some working environments.
- MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking; these times may vary. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual duties.
- DEXTERITY - Frequent use of eye, hand, and finger coordination enabling the use of automated machinery.
- COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- DRIVING - Individual must be able to operate a motor vehicle and maintain a valid Colorado Driver's license.

BENEFITS:

Full time employees will receive a full benefit package as provided by the Kit Carson County Board of Commissioners Part-time, temporary or seasonal employees do not receive benefits.

EQUAL OPPORTUNITY

Kit Carson County is an Equal Opportunity Employer. All persons receiving compensation from Kit Carson County through payroll are considered employees of Kit Carson County and are expected to adhere to Kit Carson County's Employment Policies. Employees should consider the liability of Kit Carson County in all decisions made.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts Kit Carson County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the

General Road & Bridge Employee

County and any County employee. No employee should consider these guidelines as a contract. Kit Carson County does not guarantee any specific term or length of employment. All employees of the County are "at will employees".

OTHER DUTIES:

- You must be able to be able to monitor your time and record usage for each billable dept.
- County Fair: All employees may be asked to assist in preparations for the annual county fair
- ICS training
 - Minimum requirement is ICS 100
 - ICS 200 and 700 preferred
 - This can be completed during first year of employment

PRE-EMPLOYMENT TESTING:

- Drug, Alcohol Testing
- Background check

REQUIREMENTS:

Drug and Alcohol random testing required due to safety sensitive nature of job duties:

Specifically:

- Financial Duties
- Driving
- Must maintain a Valid Colorado Driver's License

WORK ENVIRONMENT:

Work is generally confined to a standard office environment but in Emergency Situations may be adapted to Emergency Operations Center (EOC)

- May be asked to respond to emergency situations 24 hours per day
- This would be rare and only when Commissioners have activated the EOC

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- VISION - Individual must be able to read handwritten or printed material.
- HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- LIFTING - Must be able to lift, carry, push or pull a minimum of 45 pounds.
- MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while at work, although this may vary. Occasionally stoops, kneels, balances, reaches, crawls, and crouches while performing manual duties.
- DEXTERITY - Frequent use of eye, hand, and finger coordination enabling the use of automated machinery.

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I, _____ have read the above job description for the Kit Carson County _____ department. To the best of my knowledge, I am able to perform all duties of the job as described.

Employee/Applicant

Date

Supervisor

Date