

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date: 1/17/2019 **Department:** Road & Bridge (4102)
Title/(Status)/Job Code: Equipment Operator II Tac Truck
(0913) **Reports To:** Construction Foreman
Pay Grade/Salary Range: PG – 105 \$25,747.62 - \$39,908.81 **Closing Date:** Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A skilled laborer's position responsible for the operation of moderately complex public works and construction equipment. Position also includes the performance of unskilled manual labor tasks when required.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Operates various public works equipment and machinery including Asphalt Distributer Truck, Paving Machine Screws, Rollers, Pulver Mixer, Front-End Loaders, Min-wheel Dump Trucks, Tractors and other similar equipment.
- May be required to operate other types of heavy construction equipment in a training or fill-in capacity.
- Performs routine manual labor tasks when required, such as shoveling, raking, etc.
- Washes, cleans and provides first echelon maintenance for all equipment operated.
- Assists fellow workers as required to maintain equipment and finish work projects.
- These tasks include, but are not limited to, paving operations, drainage installation and maintenance of traffic functions.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Boards policies and procedures.
- Responds productively to change and performs all other related tasks as required and as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operation of medium and heavy public works equipment associated with road paving.
- Knowledge of the component parts and maintenance needs of medium and heavy equipment.
- Knowledge of occupational hazards in the operation of equipment.
- Knowledge of traffic laws and other regulations governing the operation of equipment.
- Skill in the operation of construction equipment.
- Ability to understand and carry out both written and oral instructions.
- Ability to service equipment.
- Knowledge of maintenance of traffic rules and regulations.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 10% of the time. Frequently operates various types of equipment to include, but not limited to hand and power tools. Frequently ascends/descends stairs, ladders and scaffolding. The person in this position frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Frequently moves materials and office equipment weighing up to 40 lbs. Frequently works in outdoor weather conditions. May be required to work in inclement outdoor weather conditions for up to (4) four hours. Frequently operates motor vehicle or heavy equipment for up to (4) hours; of which (4) hours may be continuous. Must be able to frequently position self to work under or around various items to perform maintenance tasks. Constantly inspects and assesses equipment, buildings and materials to complete daily tasks. Individual in this position must be able to use both near and far vision. Must be able to walk over uneven or soft surfaces.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Graduation from an accredited high school or possession of an acceptable equivalent diploma preferred. Two years of experience in the operation and routine maintenance of public works equipment, specifically road construction equipment.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Commercial Driving License, Class B or higher, with tanker endorsement by the end of the designated probationary period.