

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: 4/17/2019 **Department:** Road & Bridge (4102)
Title/(Status)/Job Code: Finish Equipment Operator (Grader) **Reports To:** Road Supervisor
(0915)
Pay Grade/Salary Range: PG – 110 \$36,112.37 - \$55,974.17 **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 highly skilled position responsible for the operation of heavy public works finish construction equipment.

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 a Motor Grader, Paving Machine, Gradall or Trackhoe in finish grading capacity.
- Cuts slopes and new grades in fine measurements and specifications.
- Fills holes and repairs road shoulders.
- Does ditching and other construction with graders, Gradall excavators and similar heavy equipment.
- Operates other equipment as needed.
- Performs mechanical and light maintenance work on equipment as needed.
- Acts as crew leader on certain jobs. Performs manual laboring tasks as needed.
- Occasional direct supervisory authority over crews working at specific work stations.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operation of finish equipment. Knowledge of traffic and highway safety rules and regulations.
- Knowledge of precautionary measures necessary to avoid accidents.
- Knowledge of hazards involved in the use of heavy equipment.
- Skill in the operation of a finish grader, excavator, paver, Gradall or other similar heavy equipment.
- Ability to understand, follow and issue oral and written instructions.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, 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. Continuous exposure to moderately high noise levels.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Graduate from an accredited high school or possession of an acceptable equivalent diploma and a minimum of four (4) years' experience in the operation of heavy construction equipment, in a finish grading capacity; or a minimum of eight years' experience in the operation of heavy construction equipment in a finish grading capacity.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver's License, Class B, while employed.

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.