

**Sierra County Road Department:**

**Position Title:** Grader Patrol Operator/Foreman

**Department:** Sierra County Road Department

**Salary Grade:**

**Overtime Compensation:** Any overtime will be paid as compensatory time off as per the Sierra County Personnel Policy, Ord. 16-009. Overtime and compensatory time must be approved by the County Manager.

**Holiday Pay:** See Sierra County Personnel Policy, Ordinance No. 16-009 regarding holiday pay.

**Probationary Period:** Employees must complete a six (6) month probationary period with satisfactory evaluation.

**F.L.S.A.:** Regular full-time position Classified. Subject to Sierra County Personnel Policy Ordinance No. 16-009.

**Reports to:** Road Superintendent

**JOB SUMMARY:**

Provide supervisory duties directly related to day-to-day operations of related patrol districts. Under the supervision of the Road Superintendent this position performs a wide range of duties and skilled work. Operation of various equipment as required and directed. When directed, must be able and willing to work at the Sierra County Landfill or Transfer Stations and drive solid waste truck and equipment and perform other assigned duties.

**MINIMUM REQUIREMENTS:**

Must meet supervisory requirements as per Sierra County Personnel Policy. Must possess a high school diploma or GED. Preference will be given to any applicant with a minimum of two (2) year's college experience or a degree in a related field. Must possess a valid drivers license. Commercial Driver's License (CDL) will be required within twelve (12) months of employment. Must be familiar with the operations and maintenance of heavy equipment. Must have the ability to communicate effective in written and oral English. Employee must have 2 years' experience as certified operator.

**ESSENTIAL SUPERVISORY DUTIES:**

1. Responsible for timely, quality assurances to be provided to the public.
2. Submission of necessary reports as required.
3. Maintenance of graders and designated districts.
4. Oversee operations and crew for various maintenance projects, as assigned.

5. Oversee operations to assure the best quality of work is being performed in a timely and effectively manner.
6. Inspect all roads infrastructure (i.e. culverts, cattle guards, signs, etc.)
7. Manage complaints and/or problems with roads effectively.
8. Must provide operators with training and education as required by the Personnel Policy.
9. Attend necessary meetings with the County Manager, Supervisor and the Sierra County Commission, as required.

### **ADDITIONAL DUTIES:**

1. Operates bulldozer to do finishing work on slope, excavate bridges and culvert sites, pull heavy grid and sheeps foot roller, push material into screening plant and hoppers; operates motor grader to lay and finish major patching and overlays to do finishing blade work and fine grade; operates crane with drag line to clear channels and waterways, remove debris from drainage structure inlets and outlets; operates crane to lift and place heavy material; loads, secures, hauls and transports all types of equipment and materials on diesel tractor trailer combinations; operates scraper to cut, haul and fill for major reconstruction; may perform clerical duties; performs basic surveying; performs a variety of semi-skilled and skilled duties related to surveying; performs a variety of semi-skilled and skilled duties related to highway maintenance; may supervise subordinate personnel; performs minor and major adjustments; minor mechanical repairs; loads and unloads materials and equipment; reads and interprets blue prints and plans; performs related duties as required.
2. Repairs, constructs and scrapes, cleans and fills a wide range of county-owned hard surface and dirt roads and ditches.
3. Removes snow from county-owned roads when warranted by weather conditions.
4. Digs, grades and places conduit at various property entrances, or under roads to prevent or relieve flooding and wash-outs.
5. Mows weeds and picks up trash when indicated.
6. Hauls and removes dirt and gravel from county-owned roads.
7. Distributes salt/sand mixtures as weather conditions and safety warrant.
8. Uses tank truck to wet down dusty or hard road surfaces.
9. Patches hard road surfaces when indicated.
10. Maintains and services equipment on a daily basis.
11. Utilizes the following hand operated tools; shovel, rake, axe, pick, pitchfork, chain saw, digging bars, hand-held weed trimmer, sledgehammer, hand tools (e.g., hammer, screwdriver, wrenches) tamper, jackhammer, auger and cutting torch.
12. Any other duties as assigned.

### **PHYSICAL FUNCTIONS:**

1. Ability to lift up to 60 pounds (i.e. up to one-third of work day) from ground to waist level as needed. Ability to lift up to 30 lbs. Frequently to constantly (i.e. from one-third up to entire work day), from ground to shoulder level.
2. Ability to sit up to four hours at one time, and up to seven and one-half hours total per day.
3. Ability to stand and/or walk up to four hours at one time, and up to eight hours total per day.
4. Ability to climb onto and off of, and crawl about heavy equipments, as needed.
5. Ability to crouch, kneel, and remain in a prone position for up to four hours at one time, and up to eight hours per day.

6. Ability to bend at waist and twist/rotate waist as necessary in excess of 100 times total per day.
7. Ability to work with arms extended and bent for up to four hours at one time, and seven and one-half hours total per day.
8. Ability to push/pull with arms with a force of up to 50 plus lbs while performing labor work.
9. Ability to use hands and wrists to screw/unscrew oil caps and filters as part of maintenance routine.
10. Ability to maintain balance while climbing in and out of equipment cabs.

### **WORKING CONDITIONS:**

1. Temperature depends on weather conditions.
2. Performs work both indoors and outdoors.
3. Indoor duties may or may not be conducted in a temperature controlled environment. Workers is exposed to natural conditions while performing outdoor duties.
4. Worker is exposed to intermittent noise and vibration factors.
5. Worker is exposed to exhaust fumes, dust, and mists.
6. Work is conducted primarily during daylight hours.
7. Worker is exposed to diesel fumes, as well as fumes from carbon, gasoline and acetylene gas. Workers is also exposed to dusty, dirty conditions and some work is performed in areas with poor ventilation.
8. Work is performed on even or uneven terrain, while both operating equipment and performing general labor work. Surface may be wet or dry, on hard surfaces or dirt roads. Grease or oil may be found on working surfaces. Work may be performed on inclines.
9. Work hazards include gas/electrical lines, and exposure of skin to gasses and fumes.
10. Worker may perform duties along, either with or without directions. Worker may also perform duties as part of a select team.

### **Equipment, Tools and Materials:**

1. Worker may be required to operate equipment such as a loader, grader or bulldozer. Worker may also be required to operate industrial trucks or automobiles.
2. To assist repair or inspection work, worker may be required to operate vehicle jacks and hoists, welding torch and other welding equipment, cherry picker, transmission jacks and hoists and a dolly.
3. Tools used to assist in performance of essential duties include but are not limited to wrenches, a wide variety of hand tools, air guns, sledge hammer, pry bars, cheater pipes and bars and chains.
4. Materials or products used to assist in the performance of duties include lubricating sprays, solvents and rags or towels to maintain cleanliness of working surface.

**NOTE:** This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease.

Approved and hired this \_\_\_\_\_ day of \_\_\_\_\_ by:

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Human Resource Director

\_\_\_\_\_  
Employee