



# Rio Arriba County

## JOB DESCRIPTION VACANCY

### EQUIPMENT OPERATOR I - ALCALDE

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<b>DEPARTMENT:</b>	ROADS
<b>PRIMARY LOCATION:</b>	ALCALDE
<b>SALARY CLASSIFICATION:</b>	C-08 PER-SCHEDULE
<b>SALARY:</b>	\$20.06 TO \$25.25 HOURLY / \$41,720 TO \$52,520 ANNUAL
<b>POSITION STATUS:</b>	FULL-TIME
<b>FLSA CLASSIFICATION:</b>	NON-EXEMPT
<b>CLOSING DATE:</b>	OPEN UNTIL FILLED
<b>POSTING DATE:</b>	08 SEPTEMBER 2023

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.*

#### **Primary Summary:**

Under general supervision of the Roads Superintendent or designee, the selected candidate's primary responsibility is to operate equipment and perform other duties as assigned. Perform maintenance on roads and equipment as needed. Employee will assume the duties to perform essential duties and responsibilities.

#### **Duties and Responsibilities:**

- Operates light to heavy duty equipment in all phases of construction;
- Operates backhoe to excavate and trench
- Operates medium size truck to install maintain and repair signs and inspect bridges
- Operates Loader and Grader
- Performs construction, maintenance and repair of County facilities, including concrete work, labor type operations and flagging
- Smooths roadway surfaces and builds road shoulders, bar ditches and roadway crowns
- Evaluates emergency situations such as flooding and makes decisions on work to be performed
- Schedules maintenance on assigned equipment
- Reports malfunctions or failures to supervisor
- Performs minor repairs on equipment
- Maintains equipment logs
- Completes daily work reports
- Installs and cleans culverts, cattle guards, guardrails and maintain road signs as per M.U.T.C.D. standards;
- Performs related duties as assigned by Director/Supervisor/Designee



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- Maintains confidentiality of all privileged information
- Contributes to a team effort

#### **Minimum Qualifications:**

- High School Diploma or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening

#### **Recommended Qualifications:**

- Practical experience totaling two (2) years
- Be responsible and accountable for property assigned to you
- Shall be able to maintain a valid New Mexico CDL driver's license or obtain one within two (2) years

#### **Preferred Qualifications:**

- Certified in heavy-duty equipment operation school or training and/or practical experience operating medium to heavy-duty equipment totaling two (2) years

#### **Knowledge, Skills and Abilities:**

- Ability to follow verbal and/or written instructions
- Ability to prepare, maintain and keep records
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing
- Maintain a clean, healthy, and safe working environment so as not to endanger yourself or others

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, hears, stoops, carries, and may be exposed to various hazards such as infectious diseases, chemicals and fumes, heights, power equipment, and icy surfaces. The employee is required to climb railings on equipment. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to eighty (80) pounds. If an item is over eighty (80) pounds, lifting shall be done by two or more County staff members.



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#### **Work Environment/Conditions:**

Work is performed 95 percent outdoors under various temperature conditions depending on the season and/or weather and 5 percent is spent indoors under normal temperature conditions. The work surface is a normal concrete/asphalt and natural ground and when indoors surface is carpeted, tiled, and concrete. Employee may be exposed to body vibration, exhaust fumes, dust, and dirt when performing certain duties. Specific vision requirements for this job are distance vision, peripheral vision, and depth perception. Each county position requires the following professional skills and abilities as key and necessary elements of performance.

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#### **County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:**

- Demonstrate regular and reliable attendance
  - Work well with others and participate fully in a team-oriented environment
  - Interface with other employees and customers in a courteous and respectful manner
  - Project positive support of their department and all county organizations at all times
  - Maintain and enhance the county's commitment to customer service excellence
  - Employee may be required to work irregular hours
  - Employee may be on a 24-hour emergency call
  - Employee may be required to travel within the County
  - Employee will be subject to random drug testing
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Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

#### **Conditions of Employment:**

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:  
[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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