



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> <b>Special Projects Operator</b>	<b>Opening Date:</b> <b>May 9, 2024</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job #:</b> <b>240502</b>
<b>Department:</b> <b>Conservation Habitat</b>	<b>Starting Salary:</b> <b>\$20.00-22.20 Hourly</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

## **INTERNAL/EXTERNAL JOB POSTING**

**Brief Job Description:** This full-time position is part of the Special Projects Wildfire Fuel Mitigation Team which works to reduce wildfire risk in Bastrop County through the removal of heavy fuel loads. Under the supervision of the Special Project Supervisor (SPS) and the Department Head, this position participates in the more complex work of mechanized removal of trees and heavy vegetation using a skid steer with a mulching head attachment. As directed by the SPS, performs the work of fuel mitigation, including mechanical and manual vegetation removal, job site safety, loading, hauling, skilled truck & equipment inspection, maintenance, repair tasks, and a variety of operational and support functions.

**Knowledge, Skills and Abilities:** Operation of and maintenance requirements of power-driven equipment. Independently perform complex and difficult mechanic work including; diagnosing, troubleshooting, fabricating, and repair of automotive and construction equipment. Work in a safety-conscious environment to follow & promote good safety practices. Read and interpret maps, sketches, drawings, schematics, specifications, and technical manuals. Work in a team environment and establish and maintain effective working relationships with those contacted in the course of the job.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ac5-b3d7-a59c651de914> Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

***Job Title:** Special Project Worker; Heavy Equipment Operator*

**Department:** LPHCP-Wildfire Fuel Mitigation      **FLSA Status:** Non-Exempt

**Reports To:** Special Projects Supervisor (SPS)

**SUMMARY:** This full-time position is funded by FEMA mitigation grants to reduce the potential for catastrophic wildfire in certain areas of Bastrop County. The position shall be active as long as current or future grant funding is available. This position is part of the Special Projects Wildfire Fuel Mitigation Team which works to reduce wildfire risk in Bastrop County through the removal of heavy fuel loads. Under the supervision of the Special Project Supervisor (SPS) and the Department Head, this position participates in the more complex work of mechanized removal of trees and heavy vegetation using a skid steer with a mulching head attachment. As directed by the SPS, performs the work of fuel mitigation, including mechanical and manual vegetation removal, jobsite safety, loading, hauling, skilled truck & equipment inspection, maintenance, repair tasks, and a variety of operational and support functions.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Special Projects Supervisor (SPS)

Exercises no supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Operate construction and maintenance equipment, such as Skid steer tractors with mulching heads, chippers, haul trucks, trailers, chainsaws, other hand tools, equipment, & machinery used in vegetation removal and maintenance operations.
2. Pick up and deliver equipment to and from work sites. Identify equipment needs for each assigned project.
3. Transport equipment & materials used in the performance of County business between sites, including:
  - a. Pre-trip inspections per DOT regulations;
  - b. Loading materials & equipment onto trucks and trailers;
  - c. Ensuring that load is correctly placed and secured using ropes and chains as necessary, to avoid damage to the truck or materials;
  - d. Unloading materials & equipment from the trucks and trailers.
4. May operate chainsaws and other vegetative and removal apparatus; direct and control traffic around work sites. Identify and address worksite hazards.
5. Inspect equipment for proper functioning and safety. Perform preventive and/or minor maintenance on vehicles, equipment, and machinery, including changing and replenishing fluids as required. Includes brakes, tires, oil, and electrical systems.
6. Inspect, diagnose, locate, and repair mechanical difficulties on County vehicles and equipment which will include a variety of gasoline and diesel-powered maintenance and construction equipment. Assist in the purchase of maintenance parts and materials.

7. Accurately complete required paperwork including daily inspections, maintenance logs and daily activity reports as assigned.

**OTHER FUNCTIONS:** Performs other job-related duties as directed by supervisor(s).

***NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.*

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Operation of and maintenance requirements of power-driven equipment;  
Vegetative removal and maintenance techniques;  
Practices, methods, materials, and tools used in general construction and maintenance work;  
Traffic laws, ordinances, and rules for operation of vehicles, equipment, and machinery used in the performance of essential job functions;  
Requirements for obtaining and maintaining a Texas Commercial Driver's License; and  
occupational hazards and standard safety practices.

**Ability to:**

Read and interpret maps, sketches, drawings, schematics, specifications, and technical manuals;  
Work for long periods of time wearing personal protective equipment and clothing;  
Operate a variety of power-driven equipment including skid steer tractors;  
Perform a variety of skilled vehicle & equipment maintenance tasks;  
Independently perform complex and difficult mechanic work including diagnosing, troubleshooting, fabricating, and repair of automotive and construction equipment;  
Accurately determine mechanical repair needs and estimate the cost and time required for repairs; Perform various manual tasks for extended periods of time and in unfavorable weather conditions; Perform heavy manual labor;  
Maintain a safe driving record;  
Work independently in the absence of supervision;  
Work in a **safety-conscious environment** and follow & promote good safety practices;  
Work in a **team environment** and establish and maintain effective working relationships with those contacted in the course of the job;  
Learn, understand, and apply pertinent laws, rules, and regulations including required environmental practices;  
Understand and follow verbal and written instructions;  
Communicate clearly and concisely, both verbally and in writing.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, operating assigned equipment, and communicating with others; and Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Exposure to loud noise, exposure to various weather conditions, working closely with others, traveling from site to site, occasionally working outside normal business hours and in hours of darkness, exposure to dust, dirt, fumes, and airborne particles, exposure to moving mechanical parts, exposure to electrical hazards, working in or near water including creeks and ditches.

Maintain physical condition needed to accomplish the performance of assigned duties and

responsibilities, which may include:

Walking, sitting or standing for long periods of time, lifting and carrying heavy materials, climbing, performing heavy manual labor, operating assigned tools, equipment and vehicles; and working on uneven and/or slippery surfaces.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Interpreting maps, blueprints, plans, and specifications;

Effective interaction and communication with others; and

Making sound decisions in a manner consistent with the essential job functions.

#### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Some knowledge and experience in performing maintenance work involving the operation of vegetative removal and maintenance tools, equipment, vehicles & machinery.

#### **Education:**

High school diploma or equivalent.

#### **Licensing:**

Required - Valid Texas driver's license.

Texas Commercial Driver's License is preferred.

#### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol. \*\*\***

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*