



Equipment Service Worker

Road and Bridge

RB/22
Pay Grade: 11

JOB SUMMARY

This position is responsible for fueling and lubricating vehicles and equipment.

MAJOR DUTIES

- Hauls fuel to job sites to fuel equipment and vehicles.
- Operates a two-way radio to locate equipment operators.
- Maintains log of fuel usage and consumption.
- Greases and lubricates heavy equipment and vehicles.
- Maintains assigned truck.
- Prepares daily records of fuel and lubricants dispensed.
- Responds to after-hours emergencies.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of county policies and procedures.
- Knowledge of departmental and safety policies and procedures.
- Skill in operating a fuel truck.
- Skill in operating a two-way radio.
- Skill in operating hand and power tools.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Road and Bridge Supervisor assigns work in terms of general instructions. The work is spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and departmental policies and procedures, state DOT regulations, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in operating a fuel truck. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to fuel departmental vehicles and equipment. Successful performance in this position facilitates further work processes.

CONTACTS

- Contacts are typically with co-workers and other county employees.
- Contacts are typically to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, or stooping. The employee must occasionally lift light objects.
- The work is typically performed in a truck and outdoors. The employee may be exposed to noise, dust, dirt, grease, irritating chemicals, machinery with moving parts, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position **is covered** by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date