PONDERA COUNTY
20 4th Ave. SW
Conrad, MT 59425

Effective: October 14, 2026

JOB TITLE: Equipment Operator/Laborer
Pondera County Road Department

SUPERVISOR: Road & Bridge Administrator
Lead Operator of Assigned Area
Pondera County Commissioners

SALARY: $_____ per hour for first 90 days probationary period; upon successfully completing first 90 days probation, increasing to $_____ per hour; and full per hour pay of $_____ upon successfully completing 180 days probation.

Full Time Position, not to exceed 2080 hours per fiscal year. Pay cycle is **monthly.** This will accrue **compensatory time** under the guidelines of the Federal Fair Labor Standards Act and applicable Montana Statutes.

Pondera County is an equal opportunity employer. Pondera County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual with individual work units and assignments of jobs. The 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 change.

Work Unit Overview: The Road and Bridge Department within Pondera County is responsible for maintaining roads and bridges and complying with the statutory requirements set forth for County Road Superintendents. Services include overseeing the design and reconstruction of existing roads and bridges; performing maintenance projects such as pothole repairs, chip seals, striping, signage, safety modifications, and drainage and storm water improvements. During the winter the department performs snow removal, de-icing, and sanding.

General Position Description: Worker performs a variety of semi-skilled and skilled functions associated with the operation of a variety of heavy equipment and power tools used to safely and effectively maintain and construct the roads and bridges within Pondera County. Duties include performing road maintenance functions, either manually or with a variety of hand tools, monitoring the safety of project sites and work activities, inspecting and maintaining or repairing roads within a designated area as needed, and providing routine and emergency winter maintenance services according to applicable policies and procedures. Duties also include the requirement to perform equipment preventative maintenance, labor and general construction and carpentry duties.

Work Schedule: Individual filling this position will normally work a four (4) day work week, ten (10) hours per day. The nature of the position may require changes to the work schedule due to such factors as adverse weather, time constraints, etc. This work schedule may be changed upon written notification from the Board of County Commissioners. Work in excess of forty (40) hours per week will accrue compensatory time pursuant to the Federal Fair Labor Standards Act and applicable Montana statutes.

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Essential Duties (Major duties or responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

A. Operate a variety of large trucks and specialized heavy equipment on construction and maintenance projects as well as sanding and plowing equipment during hazardous road conditions. The trucks and specialized heavy equipment may include any of the following:

Motor Grader	**Dozer**	**Snowplow**
Water Trucks	**Front-end loaders**	**Diesel Truck/single & tandem axle**
Asphalt zipper	**Backhoe**	**Diesel Truck w/pups**
Oil distributors	**Wheeled tractors**	**Mowers**
Skid Steer	**Fork Lift**	**Excavator**
Semi-tractor w/trailer	**Chippers**	**Roller**

Assorted trailers are pulled by the trucks, tractors and heavy equipment.

B. Operate equipment identified in "A" to perform routine construction and maintenance of paved and unpaved roads, bridges and property within Pondera County to ensure the department provides services safely, in accordance with laws and policies.

C. Receive and review work assignments and coordinate with other road and bridge workers, equipment operators and the Supervisor to determine the time, equipment, and personnel necessary to complete road maintenance, repair, and construction projects. Respond to requests from Pondera County Dispatcher when other projects become a priority.

D. Maintain, repair and construct roads according to project specifications, engineering standards, and County requirements. Examine road surfaces, sub-grade, drainage, right-of-way and other components to determine appropriate methods, tools and equipment to complete projects.

E. Operate equipment or function as labor to open gravel pits, transport gravel, and close gravel pits.

F. Assist in the maintenance of an inventory control program within the Road Department.

G. Utilize electric and gas welders and cutting torches to assist in the fabrication or repair of County property.

H. Calibrate, operate and monitor the use of heavy equipment and tools to ensure safety and effectiveness. Check and maintain proper fluid levels and air pressures of equipment.

I. Perform vehicle and equipment safety checks and minor maintenance on vehicles as allowed.

J. Provide manual labor support in transporting equipment and materials; culvert cleaning; clearing roadsides, and drainage features; preparing, applying and finishing asphalt surfaces; pothole patching; digging holes and ditches; fencing; trimming and cutting trees and shrubs; traffic control; and related activities. Use and maintain construction hand tools to cut concrete, steel, timbers, and repair bridge decks.

K. Complete varied tasks in support of road and bridge maintenance including but not limited to; sign repair, carpentry work, fence installation, jack hammering, power tampering, painting, erosions control and drainage, tree trimming, yard maintenance, and weed control. Assist in cleaning of all shop and building areas and aid shop mechanic when possible. May perform some shop mechanic repairs of equipment as needed including some types of welding and fabrication.

L. Monitor project sites and work activities to ensure compliance with safety protocols related to the public, project crews, heavy equipment and tools, traffic control, materials, and other considerations. Resolve minor safety issues or deficiencies and refer major problems to supervisor.

M. Conduct inspections of County roads and bridges to ensure safety and when necessary, respond to emergency situations including emergency snow removal, de-icing, water on roadways, fallen trees, etc. When directed, this also includes periodic inspections of grounds, shops, facilities, and monitor the condition of roads and bridges to ensure the safety of the public.

N. Follow all County safety requirements, traffic control procedures and standard operating procedures when performing road and bridge work and monitor outside contractors to ensure they are also following these procedures when engaged in joint or separate operations. Coordinate Road and Bridge work activities with other public works departments, County departments and local agencies. Report violations to Supervisor.

O. Monitor vehicles, equipment and tools to ensure proper performance, maximize the length of operating service and perform or coordinate the performance of preventative maintenance and repair. Ensure effective and efficient use of vehicles, materials, contractors, facilities and time.

P. This job requires a Class A CDL, driver's license with standard transmission, 5th wheel trailer, air brake, tanker endorsement and Medical Examiner Certificate (MEC) (or the ability to attain one within 90 days of hire). The completion of the following training/accreditations within six months of hire are additional requirements for this job:

- Flagger Certification;
- First Aid/CPR;
- Work Zone Safety Training.

In the event Pondera County pays for Applicant's attendance for any training, including CDL to qualify the Applicant for employment and the Applicant voluntarily leaves within 1 year of hiring, the cost of any training shall be reimbursed to the County.

Non-Essential Duties:

- Compile and submit activity reports, equipment logs, inspection reports, and other records to provide accurate, complete and timely information.

- Perform other duties as assigned including managing special projects, attending meetings, and conferences, providing backup for other staff and participating in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described herein are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to walk, sit, talk, drive, hear, bend, stoop, twist and balance; need the ability to occasionally kneel and crawl; need the ability to grasp manual controls and the ability to use foot controls.

- Essential work requires significant physical demands related to repeated lifting of up to 100 pounds, carrying tools, materials, and equipment over rough terrain, climbing, reaching and bending.

- Far visual acuity and depth perception used extensively while operating equipment and machinery.

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- Work is on active constructive sites involving pervasive hazards associated with heavy equipment and tool operations; speeding traffic; loud and constant noise; and regular exposure to chemicals, dust, fumes and combustible materials.

- Scheduled work hours may include early mornings or late evenings as well as occasional weekends and holidays.

- Occasionally operates gas, electrical and diesel-powered equipment.

- Work is subject to travel and performing work assignments in outlying or remote areas of Pondera County on varied and often unstable terrain involving exposure to varying weather conditions of extreme hot and cold temperatures.

- Some working conditions require special precautions and the use of protective gear. (e.g., hard hats, respirator masks, gloves, etc.).

- **Due to the nature of this position, the physical requirements will not be waived. No equipment will be modified to such an extent as to prevent use by all department personnel.**

Supervision exercised: *This job does not supervise other County staff.*

Knowledge, Skills and Abilities: This job requires knowledge and skills in specialized heavy equipment and tool operations, road/bridge maintenance and construction standards and procedures, culvert installation and maintenance, material specifications, and basic mechanical diagnosis and repair. This job requires a thorough knowledge of County Road conditions, areas and needs; construction and bridge and culvert maintenance on both paved and graveled roads; ability to learn some engineering and mechanical principles.

This job requires the ability to monitor and maintain safety protocols; work effectively under adverse site and weather conditions; coordinate tasks and procedures with others; comply with state and federal laws as well as County policies and procedures; deal with stress and emergency situations; deal effectively and tactfully with other County employees and the general public to accomplish departmental goals; establish effective working relationships with co-workers, supervisors, other County Officials and departments, various state and federal agencies and the general public.

Education and Experience: This job requires education and experience equivalent to a high school diploma or GED, driving or operating large trucks and heavy equipment on construction or maintenance projects or related experience.

Additional Requirements: Worker must live within twenty (20) minutes of assigned shop. Individual must be bondable under the provisions of the County insurance policy. Worker must agree to participate in a continuing education program covering proper use of equipment, safety, technical skills, supervision, human relations or other program relevant to the duties and responsibilities of this department. Position requires intermittent travel to attend training and/or other work-related functions.

Approved and adopted this 14th day of October, 2026.

_____
Chairman

_____
Member

_____
Member

I hereby certify that I have read and do understand the duties and responsibilities contained in the above job description and will fulfill these obligations to the best of my abilities. I further certify that I will comply with all federal, state, and county policies that apply to this position.

_____ _____
Signature Date

_____
Printed Name