

## Motor Grader Operator - with NO CDL - Job Description

Motor Grader Operator is a full time (40hr work week) position with Box Butte County Road Department. The position's summer hours consist of 4, 10-hour days (6:30a.m. to 5:00p.m., with 30 min. lunch at 12:00p.m.). Winter hours consist of 5, 8-hour days (7:30 a.m. to 4:00 p.m., with 30 min. lunch at 12:00p.m.).

The Operator will work under the direction of the Highway Superintendent, and in cooperation with the Office Manager, other Operators, Suppliers, and the General Public.

### The Operator will:

- Be able to operate motor graders, loaders, and all other equipment owned by the County safely and effectively; with a duty of care to prevent injuries and to prevent damage to equipment
- Help on any job or project within the County. Essential functions include, but are not limited to road and right-of-way repair and maintenance, reconstruction, road and E911 sign maintenance, culvert repair and installation, debris and tree removal, and facility maintenance
- Perform preventative maintenance and minor repair work on all pieces of equipment. Tasks include, but are not limited to changing oils, tires, belts, and blades, greasing, working on hoses and lines, and welding
- Generate accurate records for equipment, regarding maintenance and usage, through entries on a daily equipment sheet.
- Communicate well verbally on a two-way radio system, via phone, and with people on a face-to-face basis

### Qualifications:

- Must be able to lift and/or move up to fifty pounds, unassisted, frequently
- Must be able to lift and/or move from 50 to 500 pounds, assisted, infrequently
- Three years' experience in construction setting preferred
- Ability to work successfully on projects alone and as a team
- Perform effectively under pressure
- Must have a valid Class O or Class B Nebraska driver's license. Motor vehicle records will be checked periodically.
- Must be able to pass a pre-employment drug and alcohol screening test

### Equipment/Demands/Environment:

- To become knowledgeable on operating procedures of equipment and regulations of the road through initial and periodic review of operating manuals and attendance of training programs provided by the County
- Will be on call during snowstorms and other natural disasters
- Work overtime when deemed necessary by the Highway Superintendent
- Follow the standards set forth by the Box Butte County Road Safety Manual when on County property, and when operating County equipment
- Physical labor will be required for certain tasks, at times in extreme weather
- We maintain a drug and alcohol-free workplace. Reasonable suspicion, post-accident, return-to-duty and follow-up, and random drug and alcohol testing is done in accordance with the county policy

### Benefits:

- Starting wage is \$18.09 per hour. After 4 months of service, employee will receive a raise to \$19.25, provided the probation requirements are met. At 10 months of service, employee will receive a raise to \$20.67 per hour, and at 17 months a raise to \$22.21 per hour. On the employees' two-year anniversary, you will be at full rate of pay, \$23.75 per hour.
- Overtime will be paid at a rate of one and one-half times the operator's hourly rate if they have worked over forty hours in a week (Sunday through Saturday)
- There are generally 13 paid holidays per year (determined by the Board of Commissioners annually)
- 8 hours of sick leave is earned per month. Sick leave can accumulate up to 1440 hours
- Vacation is calculated at 6.66 hours per month after completing one month of service, after 5 years of service the rate is 10 hours per month, after 10 years of service the rate is 13.33 hours per month, and after 15 years the rate is 16.66 hours of vacation per month
- Health, dental, and life insurance will be provided for the employee and may be purchased for family
- The employee will immediately contribute to a retirement plan

12/5/2025

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EMPLOYEE SIGNATURE

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DATE