

# Sumter County Office of Human Resources



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## Sumter County is Presently Seeking a Heavy Equipment Operator for the Public Works Department Starting Salary \$21,840

**Examples of Work Performed:** Under occasional supervision, operates heavy equipment in the maintenance of County Roads. Performs minor repairs and preventive maintenance on assigned equipment. Operates a variety of vehicles and heavy equipment, such as knuckleboom loader, motor graders, boom mowers, bull dozers, drag lines, back hoes, track hoes, lo boys, dump trucks, crew cab trucks, etc., to maintain County roads. Maintenance tasks include grading roads, repairing asphalt, maintaining right-of-ways, mowing vegetation next to roads, removing trees and debris, hauling debris, clearing ditches, etc. Transports heavy equipment from one job site to another. Utilizes a two-way radio and a variety of hand and power tools to accomplish tasks. Occasionally directs traffic around work sites. Performs preventive maintenance and minor repairs of assigned vehicles and equipment. Completes and submits vehicle maintenance reports. Exercises care and safety in the use of equipment and tools required to complete assigned tasks. May assist in the supervision of inmate workers and subordinate equipment operators and vehicle drivers. Remains on call 24 hours a day, seven days a week, for emergencies. Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, inmate workers and the general public. Perform related duties as required. Reports to the Assistant Public Works Director.

**Required Knowledge, Skills & Abilities:** Has thorough knowledge of the methods, procedures and policies of the Public Works Department as they pertain to the performance of duties of the Heavy Equipment Operator II. Has skill in the operation and maintenance of heavy equipment and knowledge of road and bridge construction and maintenance procedures. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to offer training and assistance to co-workers as required. Has the ability to use independent judgment as needed in performing routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret materials pertaining to the responsibilities of the job. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the mathematical ability to handle required calculations. Is able to work out-of-doors in uncomfortable conditions. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Is able to make minor repairs and adjustments to equipment. Must be able to work on weekends and holidays. Must be able to lift and/or carry weights of up to 100 pounds.

**Minimum Requirements:** Requires a high school diploma supplemented by one to two years of experience or on-the-job training in road maintenance, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid SC Driver's License and have a satisfactory driving record. A CDL with appropriate endorsements is preferred but not required.

**Qualified applicants interested in applying should:**

Visit our website at [www.sumtercountysc.org](http://www.sumtercountysc.org) for a pre-employment application

**And**

E-mail cover letter, résumé and application to Tiffany W. Jefferson at [tjefferson@sumtercountysc.org](mailto:tjefferson@sumtercountysc.org)

**Or**

Fax cover letter, résumé and application to Tiffany W. Jefferson (803) 774-2827

**Opening Date: April 2, 2018**

**Closing Date: Until Filled**

**EEO/AA  
DRUGS DON'T WORK**