

**Hughes County Job Postings  
February 2023**

HEAVY EQUIPMENT OPERATOR Hughes County seeks a passionate individual to join our team in making Hughes County one of the best places to live and work. This position is responsible for operating heavy equipment and performing general road maintenance. Road maintenance activities include blading, asphalt patching, and snow plowing. ESSENTIAL DUTIES: Skill in operating equipment including motor grader, front-end loader, skid steer, excavator, backhoe, and trucks. Must have possession of or ability to obtain a Class A CDL with air brakes and tanker endorsement within 60 days of hire. Manual labor is required. Comprehensive benefit package including 100% employer paid employee health, dental and life insurance along with a 6% employer match to the South Dakota Retirement System and 12 paid holidays. Wage offer will be based upon actual education and experience. Open until Filled

APPLICATIONS TO: Trent Arbach, 104 E Capitol Ave, Pierre SD 57501, (605) 773-7477

[www.hughescounty.org](http://www.hughescounty.org)

EOE

WEED & PEST SUPERVISOR Hughes County seeks a passionate individual to join our team in making Hughes County one of the best places to live and work. This part time position is responsible for the Hughes County Weed & Pest Department, by directing the weed and pest control programs. The supervisor has responsibilities to plan, direct, and evaluate programs and services to control and eradicate noxious weeds throughout Hughes County. ESSENTIAL DUTIES: Develop, implement and evaluate service for noxious weed control programs; identify weed species; knowledge of GPS software, other computer applications; assist with prep of budget and monitor recordkeeping, maintain data; grant writing; liaison between landowners, agencies and other groups; team collaboration; provide education; maintain equipment; attend programs/meetings; follow instructions and write reports; communication. Must have possession of a valid SD driver's license. Manual labor is required. Wage offer will be based upon actual education and experience. Open until Filled APPLICATIONS TO: Trent Arbach, 104 E Capitol Ave, Pierre SD 57501, (605) 773-7477

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EOE

ADMINISTRATIVE HIGHWAY OFFICE ASSISTANT Hughes County seeks a passionate individual to join our team in making Hughes County one of the best places to live and work. This position is responsible for clerical support, which includes answering the phone, composing and finalizing correspondence, establishing and maintaining filing systems, creating and maintaining databases, gathering and providing information, and recording fiscal activities to support office operations. ESSENTIAL DUTIES: Plan/organize activities, meet deadlines, establish collaborative working relationships, prepare clear/concise documentation/reports/correspondence, set up and type copy in a variety of formats, proofread and edit, calculate solutions to arithmetic problems, exercise tact, patience and discretion with effective communication, knowledge of business English, use of modern office equipment and software and other duties as assigned. Comprehensive benefit package including 100% employer paid employee health, dental and life insurance along with a 6% employer match to the South Dakota Retirement System and 12 paid holidays. Wage offer will be based upon actual education and experience. Open until Filled APPLICATIONS TO: Trent Arbach, 104 E Capitol Ave, Pierre SD 57501, (605) 773-7477

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[www.hughescounty.org](http://www.hughescounty.org)

EOE