

# Miner County In-House Training

By: Ron Krempges

Miner County Highway  
Superintendent

# Hiring and Training Practices

- Newspaper Notice of Job Opening
- Receive Applications
- Select and Interview Applicants
- Choose Applicant

# Successful Applicant

- Selected applicant is then sent Mitchell Avera Queen of Peace Occupational Health Services for pre-employment baseline physical examination, pre-work screening and DOT drug and alcohol testing.
- The above testing is done at the expense of Miner County.
- Unsuccessful applicants are sent a letter informing them they were not chosen.

# Driving Record

- Clerk of Courts then does a complete motor vehicle review and back ground check.
- If review comes back clean and applicant is hired, the new employee is sized for hi-vis clothing.
- Miner county allows \$225.00 when hired and \$125 each year after for use in purchasing protective safety gear.

# Operating Procedures

- A shop tour and area of the grounds is given to new hire.
- All operating procedures are gone through.
- Miner County safety plan and employee handbook is given to new employee.
- All necessary safety equipment is gone over and their placement shown to employee.

# Advanced Training

- Complete the 24 hour MSHA training as soon as possible.
- Do a minimum of 4 hours on on-line training through videos provided by safety benefits.
- Minimum of 2 hours on mining methods and equipment operation at our pit sites.
- 18 hours of supervised equipment operations training.
- [www.safet-benefits.com](http://www.safet-benefits.com)

# CDL Requirements

- If the new hire does not poses a CDL we will use our truck to train and take the driving test, but the employee pays the written and driving test fees.

# Thank You!

- We have a complete listing of all the above forms in a PDF format if you would like a copy.