Miner County In-House Training

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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 background 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.