

**POSITION DESCRIPTION
COUNTY OF GREENE, INDIANA**

POSITION: Operator/Laborer
DEPARTMENT: Highway - East/West as assigned
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: July 1995
DATE REVISED: July 2011

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Greene County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Operator/Laborer for the Greene County Highway Department, responsible for maintenance and repair of County roads, rights-of-way and Department buildings, grounds, equipment and vehicles.

DUTIES:

Operates various trucks and equipment in performance of duties, including, but not limited to, dump truck, snow plow, front end loader, hole patcher, compaction roller, jack hammer, post driver, post hole digger, gradall, paver, backhoe, air hammer, concrete and chain saws, mowers, and chipper in removing weeds, brush and storm-damaged trees from rights-of-way, including road sides, culverts, guard rails and bridges, and hauling various materials.

Shovels blacktop, stone, and sand, rakes asphalt, operates patching machine, runs small roller, and assists with paver operation in the maintenance and repair of county roads. Delivers fuel to job sites as needed.

Maintains, repairs and installs tile, culverts, ditches and sewers, including lifting, loading and installing pipe, building and repairing headers, spreading rip-rap in washouts and on banks and shoveling stone and dirt.

Maintains and repairs bridges, including lifting, loading and installing guard railing, installing bridge markers and performing any needed repairs.

Performs traffic control/flagging at work sites, including setting signs, warning markers, barricades and cones, and maintaining required paperwork.

Installs/removes permanent and emergency road signs, and installs pavement and railroad crossing markings.

**CDL required for incumbents hired after 2011.*

Highway/operator/laborer

Performs preventive maintenance on equipment and tools, paints barricades, guard rails and other assigned objects, and cleans equipment, shop and assigned areas and works in back-lot.

Performs mechanical duties, including, but not limited to, scheduling and performing preventive maintenance on department tools, equipment, and vehicles, analyzing equipment and vehicle malfunctions, removing and rebuilding various parts, ordering parts, and maintaining detailed records of maintenance and repair activity.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED.

May require certification of Completion of Auto/Diesel Mechanic when performing mechanical duties, including operating welding, torch cutting, brazing, wiring, fabrication and machining.

Must be at least 18 years of age.

Knowledge of and ability to read and comprehend various manuals, such as equipment manuals.

Working knowledge of and ability to make practical application of Department safety policies and procedures, and ability to properly operate a variety of power tools, equipment, and various hand tools.

Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of others in the workplace.

Ability to perform mechanical duties, including operating welding, torch cutting, brazing, wiring, fabrication and machining.

Ability to properly operate department trucks, equipment, vehicles and tools.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to physically perform assigned duties, including close vision, hearing, standing/walking for long periods, moderate to heavy lifting, shoveling, raking, carrying and pushing/pulling objects, reaching, bending, grasping and fingering objects.

Ability to effectively communicate with co-workers, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town, but not overnight.

Ability to regularly serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Indiana driver's license and Commercial Driver's License* (CDL), and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a daily work schedule with work priorities determined by supervisor. Incumbent refers any unusual or unprecedented situations to supervisor.

Incumbent's work is reviewed through random checks while in progress, at critical phases and upon completion of specific duties. Errors in work are usually prevented through standard safety procedures and are detected through supervisory review. Undetected errors may result in loss of property, life and/or endangerment to self and others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers for the purpose of exchanging information and relaying messages.

Incumbent reports directly to District Foreman.

IV. PHYSICAL EFFORT:

Incumbent's duties involve continuous physical exertion, such as standing/walking for long periods, heavy lifting, shoveling, raking, carrying and pushing/pulling objects, reaching, bending, and grasping objects.

**CDL required for incumbents hired after 2011.*

V. WORK ENVIRONMENT:

Incumbent performs a majority of duties in the field or shop and is frequently exposed to machinery, traffic, noise, grease, dirt, dust, vehicle fumes, extreme temperatures and inclement weather normally associated with maintaining rights-of-way. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended, evening and/or weekend hours, and regularly serves on 24-hour call for emergency situations.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Operator/Laborer for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print/Type Name