

**POSITION DESCRIPTION
COUNTY OF MORGAN, INDIANA**

POSITION: **Truck Driver/Equipment Operator**

DEPARTMENT: **Highway**

WORK SCHEDULE: **7:00 a.m. - 3:30 p.m., M-F**

JOB CATEGORY: **LTC (Labor, Trades and Crafts)**

DATE WRITTEN: **September 2019**

STATUS: **Full-time**

DATE REVISED:

FLSA STATUS: **Non-exempt**

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

Incumbent serves as Truck Driver/Equipment Operator for the Morgan County Highway Department, responsible for operating various heavy equipment and vehicles, and maintaining and constructing County roads and right-of-ways.

DUTIES:

Operates various heavy equipment and vehicles in clearing, maintaining and constructing County roads, bridges, ditches and rights-of-way, including but not limited to, dump truck, loader, boom mower, and skid steer.

Maintains road safety in winter months, including plowing snow and applying salt/sand, and removing snow. Loads, hauls, dumps and/or spreads blacktop, rock, sand, aggregate, and cinders as required for assigned projects, including road preparation for blacktopping.

Maintains County roads, bridges, roadside and rights-of-way, including patching roads, cutting and removing fallen trees, mowing, clearing brush, removing weeds and brush from ditches, bridges, intersections and overpasses, sweeping and clearing excess rock, rolling and grading roads, chipping and sealing surfaces for winter, and patching holes.

Excavates and cleans and clears brush, ditch/drainage sites, installs catch basins and tiles, and replaces tubes along County roads, including grading out ditches and laying rock, lifting/carrying pipes, and pouring/forming concrete.

Shovels stone, salt/sand, asphalt, and other materials, from trucks, as needed.

Operates various power and/or hand tools in performance of duties, including hammer, screw drivers, wrenches, drills, ratchets, drill press, chain saws, chipper, air nozzle and compressor, grinder, cutting torch, welding equipment, pressure washer, steam cleaner, shovels, rakes and other hand or power tools as required for work assignments.

Performs regular maintenance of all equipment and machinery used in duties.

Repair and replace signs, pipes, and guardrail, as directed.

Creates and prepares signs for the County as needed.

May mark and call in locations of underground utilities, as needed.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED. Experience in trucking or construction industry.

Must be at least 18 years of age.

Ability to meet all County hiring requirements, including passage of a medical exam and drug test.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OHSA guidelines.

Working knowledge of assigned Department heavy equipment/vehicles and ability to safely load and haul materials, clear winter roads, and complete related maintenance and safety measures.

Ability to operate various heavy equipment and vehicles in clearing, maintaining and constructing County roads, bridges, ditches and rights-of-way, including but not limited to, dump truck, loader, boom mower, and skid steer.

Ability to operate a variety of machinery/equipment in performance of duties, including but not limited to, forklift, pressure washer, grinder, drill press, cutting torch, and welding equipment.

Ability to operate various hand and power tools, including but not limited to, hammer, screw drivers, wrenches, drills, power saws, pole saws, air nozzle and compressor, drivers, ratchets, files, brooms, gauges, pliers, and pry bars.

Ability to physically perform assigned duties, including driving for long periods, lifting/carrying objects weighing in excess of 50 pounds, shoveling, digging, raking, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, walking on rough terrain, close/far vision, color/depth perception, hearing sounds, and handling/grasping/fingering objects.

Ability to effectively communicate orally and in writing with co-workers, other County departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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 competently serve the public with diplomacy and respect, including occasional encounters with irate/disgruntled persons.

Ability to understand, memorize, retain, and carry out oral and written instructions.

Ability to apply knowledge of people and locations, layout assigned work projects, and complete required paperwork, such as daily activity reports.

Ability to make simple arithmetic additions/subtractions and read/interpret detailed blueprints, technical manuals, instruments, gauges and dials.

Ability to work alone with minimum supervision and with others in a team environment, often at a strenuous pace, and on several tasks at the same time.

Ability to occasionally respond to emergencies on 24-hour basis.

Ability to occasionally work extended hours, evenings and/or weekends.

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

II. RESPONSIBILITY:

Incumbent performs specific road maintenance duties with work priorities primarily determined by supervisor and service needs of the public. Incumbent follows standard operating procedures or policy manuals and procedural manuals. Incumbent must have supervisor's permission to deviate from standard operating procedures. Incumbent has some flexibility in the job. Incumbent's work is reviewed through random checks at critical phases and upon completion of specific duties. Errors in work are primarily detected or prevented through standard safety procedures and prior instructions from supervisor. Undetected errors could result in damage to equipment or property and/or endangerment to self or others.

Incumbent reports directly to Highway Superintendent

III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, driving for long periods, lifting/carrying objects weighing in excess of 50 pounds, shoveling, digging, raking, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, walking on rough terrain, close/far vision, color/depth perception, hearing sounds, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties outdoors and in trucks/heavy equipment and is regularly exposed to normal hazards associated with road maintenance, including heavy machinery, traffic, excessive noise, moving parts, grease, dirt, dust, vehicle fumes, working in confined areas and/or high places, such as ladders, extreme temperatures, wet/icy conditions, and inclement weather. 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 or others and protective gear must be worn according to Department policy.

Incumbent occasionally works extended hours, evenings and/or weekends. Incumbent occasionally responds to emergencies on 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Truck Driver/Equipment Operator 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 or Type Name