

EMPLOYMENT OPPORTUNITY
RUSH COUNTY HIGHWAY DEPARTMENT
An Equal Opportunity Employer

The Rush County Highway Department is taking applications for two Highway Maintenance Workers.

Applications can be picked up at the Highway Department.

All applications must be turned into the Highway Department by 4:00 P.M., Friday October 13, 2017.

Job Descriptions are attached:

Highway Maintenance Worker

Highway Department

Supervisor: Superintendent or Assistant Superintendent
PayGrade: DLO

Revised: 12/16/2013
FLSA Status: Non-Exempt

General Statement of Duties:

This position performs a variety of semi-skilled work in the operation of various pieces of equipment and manual tasks in the maintenance and repair of roads, highways and right-of-way in Rush County. Employees are responsible for the safe and efficient operation of their equipment and also any routine maintenance required on the equipment.

Distinguishing Features of the Class:

This is a multiple-employee class that provides for the safe and efficient operation of the roads and highways in the County. The employee combines driving skills, mechanical aptitude, and physical conditioning to perform the tasks. Work is assigned on a daily basis and may include a variety of tasks or duties each day. The work may be done individually or as part of a crew respecting private property and public utility structures. Daily work is reviewed on a completion basis. On-going projects are reviewed during process and at the conclusion of the assignment. May be required to respond in situations that required awareness level and hazardous material training. The employee must be able to work overtime; work outdoors in various weather conditions and be available off hours for Highway Department needs.

Examples of Work (Illustrative Only):

Operates equipment and does handwork in a reasonable fashion, respecting equipment, property owners and the traveling public;

Operates truck mounted snowplow, wing and sander;

Patches and repairs roads;

Performs maintenance and cleaning of equipment and roadway;

Trims trees, mows grass and cuts trees;

Erects and removes snow fence according to the season, also documents length and area of installation;

Performs duties as a flagman to regulate traffic through construction and maintenance areas;

Removes snow from bridges by shoveling and sweeping;

Removes and buries dead animals;

Repairs and paints guard rails, reflectors and R/W markers,

Does permanent or temporary repair of road signs;

Installs warning signs prior to roadwork;

Reports defective signs and other traffic control devices;

Clean equipment, grease and change oils and filters;

Attends meetings, courses and seminars to keep knowledge current;

Performs other duties as assigned.

Required Skills, Knowledge, and Abilities:

Some knowledge of the methods and materials used in road and highway maintenance and repair work. Good knowledge of the precautions necessary in performing maintenance, construction and repair work safely, able to utilize all safety lights and personal protection devices needed. Ability to understand and follow oral and written instruction. Good ability to maintain effective working relationships with the staff, other government entity personnel and the general public; good physical condition. Must be able to read, write, speak and understand English.

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Highway Department

(Continued)

WPM N/A

Lifting Required? Yes - Up to 70 lbs.

10-Key N/A

Qualification Requirements:

High School or equivalent. Some experience in performing general maintenance work.

Experience: Some

Any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

Special Requirements & Certifications:

Must hold and maintain a valid CDL with combination vehicle endorsements.

ADA Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.