EMPLOYMENT OPPORTUNITY

RUSH COUNTY HIGHWAY DEPARTMENT

An Equal Opportunity Employer

The Rush County Highway Department is taking applications for highway maintenance workers.

Must have a Class A CDL. Normal work hours are 7AM to 4 PM, Monday thru Friday

Benefits are available. Starting wage at $19.56 per hour.

Applications can be picked up at the Highway Department, 1352 E State Road 44, Rushville, IN 46173.

Applications available until job filled.

POSITION DESCRIPTION
COUNTY OF RUSH, INDIANA

POSITION:	**Maintenance Worker**
DEPARTMENT:	**Highway**
WORK SCHEDULE:	**7:00 a.m., to 4:00 p.m., M-F**
JOB CATEGORY:	**LTC (Labor, Trades and Crafts)**

DATE WRITTEN: April 2017 **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. The County of Rush 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 Maintenance Worker for the Rush County Highway Department, responsible for maintaining and repairing roads, highways, and right of way in Rush County.

DUTIES:

Operates various trucks in clearing and maintaining County roads and rights-of-ways, including, but not limited to, delivery truck, dump truck, snow plow, backhoe, excavator, skid loader, and grader.

Patches and repairs roads, including, but not limited to, hauling, shoveling, spreading road materials such as gravel, sand, dirt, stone, chips, asphalt and salt. Signs, receives and submits related load tickets. Patches, chips, and seals roads, digs ditches, scrapes, grades, and maintains road berms and shoulders.

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

Maintains County roads, bridges, roadside, and rights-of-way, including cutting and removing fallen trees, removing trash and debris, 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.

Operates various power and/or hand tools in performance of duties, including, but not limited to, brooms, shovels, picks, tile probe, grease guns, punches, chisels, jacks, gauges, hammer, screw drivers, wrenches, drills, ratchets, power saw, air nozzle, air compressor, driver, files, grinder, drill press, pressure washer, sand blaster, welding equipment, cutting torch, steam cleaner, rakes, chain saw, pole saw, and other hand or power tools as required.

Operates various machinery/heavy equipment including delivery truck, forklift, manlift, grader, front-end loader, dump truck, snow plow, backhoe, compaction roller, bucket truck, and boom truck.

Assists in servicing and maintaining trucks and equipment, including washing, checking fuel and fluid levels, and oil and tires as necessary.

Installs, repairs and/or replaces drainage pipes, tiles, headers, road signs and guardrails using various equipment and tools, such as manual post hole digger, drill, shovel, hammer, and wrenches.

Installs warning signs prior to road work and repairs and reports defective signs as needed.

Assists with flagging/traffic control as needed.

Removes and composts animals from roadways.

Attends meetings, courses, and seminars to keep knowledge current.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED, or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

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

Experience in performing general maintenance work preferred.

Working knowledge of and ability to make practical application of Department safety policies and procedures and Occupational Safety and Health Administration (OSHA) safety procedures for working in and around heavy machinery, vehicles, and/or working around traffic.

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 a range of vehicles and heavy equipment in performance of duties, such as delivery truck, forklift, manlift, grader, front-end loader, dump truck, snow plow, backhoe, compaction roller, bucket truck, and boom truck.

Ability to operate various department equipment, including, but not limited to, hammer, screw drivers, wrenches, drills, power saws, air nozzle, air compressor, driver, ratchet, files, broom, gauges, steam cleaner, shovels, picks, tile probe, grease guns, jacks, rakes, pressure washer, sand

blaster, grinder, drill press, cutting torch, welding equipment and department equipment as required for work assignments.

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 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, often amidst frequent distractions and interruptions, occasionally under time pressure.

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

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

Ability to read and interpret detailed prints, sketches, specifications, technical manuals, instruments, gauges, and dials.

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

Ability to occasionally respond to emergencies from an off-duty status.

Possession of a valid Indiana driver's license and a Commercial Driver's License (CDL) with required endorsements, a demonstrated safe driving record, and ability to be insurable to drive assigned vehicles under the County's insurance policy.

II. RESPONSIBILITY:

Incumbent performs specific road maintenance duties with work priorities primarily determined by supervisor and seasonal deadlines. Assignments and objectives are set jointly by Incumbent and supervisor by following standard operating policies and procedures. Incumbent has little flexibility in the job and must have supervisor's permission to deviate from standard operating procedures.

Incumbent reports directly to Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, driving for long periods, lifting/carrying objects weighing over 80 pounds, shoveling, working near fumes, working in confined spaces, digging, raking, pushing/pulling objects, bending, standing/walking for long periods, walking on rough terrain, close/far vision, depth perception, working with or near chemicals, hearing sounds, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in trucks/equipment and outdoors and is regularly exposed to normal hazards associated with road maintenance, including heavy machinery, traffic, excessive noise, moving parts, grease, dirt, dust, vehicle fumes, 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 and occasionally responds to emergencies from an off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Maintenance Worker 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 outline?
Yes_____ No_____

_____ _____
Applicant/Employee Signature Date

_____
Print or Type Name