

POSITION DESCRIPTION
COUNTY OF FULTON, INDIANA

POSITION: Laborer
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. - 3:30 pm, M-F (Winter hours)
6:00 a.m. - 4:30 pm, M-Th (Summer hours)
JOB CATEGORY: LTC (Labor, Trades, and Crafts)

DATE WRITTEN: June 2009 STATUS: Full-time
DATE REVISED: December 2021 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. Fulton 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 Laborer for the Fulton County Highway Department, responsible for performing manual labor and operating various trucks and equipment in maintaining County roads, bridges, and rights-of-way.

DUTIES:

Operates various trucks and heavy equipment in clearing and maintaining County roads, ditches, and rights-of-way, such as front-end loader, bush hog, brush cutter, chipper, compaction roller, paver, tractor, grader, dump truck, snow plow, and salt spreader.

Maintains road safety in winter months, clears County roads of snow and debris, and applies salt/sand to roads as needed. Hauls, spreads, shovels, and rakes sand, salt, hot and cold mix, aggregates, and other materials in clearing snow and ice from roadways, patching holes, repairing roads and pipes, and performing other road work.

Installs, repairs, replaces, and cleans drainage pipes, tiles, bridges, headers, signs, and guardrails using various equipment and tools, including manual post hole digger, drill, shovel, hammer, and wrenches.

Maintains roadside and rights-of-way, including cutting and removing fallen trees, clearing brush/weeds, and sowing grass seed as needed. Removes dead animals and debris from roadways.

Assists in servicing and maintaining vehicles and equipment, including cleaning equipment, sharpening blades, checking fluid levels, and changing/repairing tires.

Operates a variety of hand and power tools, such as chain saw, manual post hole digger, hammers, drills, stump grinder, air compressor and nozzle, steam cleaner, pressure washer, grinder, drill press, cutting torch, shovels, rakes, and wrenches.

Performs flagging/traffic control at work sites as needed.

Occasionally serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 years of age.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

Ability to meet all Department hiring requirements, including passage of a medical exam and pre-employment drug screen.

Working knowledge of and ability to make practical application of Department safety policies and procedures and applicable OSHA safety policies and procedures.

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

Working knowledge of local geography and ability to read road maps.

Ability to operate a variety of trucks and heavy equipment in performance of duties, including backhoe, dump truck, snow plow, salt spreader, front-end loader, bush hog, paver, chipper, gradall, compaction roller, tractor, mowers, and road saw.

Ability to operate a variety of hand and power tools, such as chain saw, manual post hole digger, hammers, drills, stump grinder, air compressor, air nozzle, steam cleaner, pressure washer, grinder, drill press, cutting torch, shovels, rakes, and wrenches.

Ability to physically perform assigned duties, including driving for long periods, lifting/carrying objects weighing in excess of 50 pounds, 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/difficult persons.

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

Ability to complete required paperwork and read/interpret equipment manuals, 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 work extended hours, evenings, and/or weekends and occasionally travel out of town for training, but not overnight.

Ability to occasionally serve on-call and respond to emergencies from an off-duty status.

II. RESPONSIBILITY:

Incumbent performs specific road maintenance duties with work priorities primarily determined by supervisor. Incumbent follows standard operating procedures and refers to supervisor for unusual or unprecedented situations. 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 Road Supervisor.

III. PHYSICAL EFFORT:

Incumbent's duties often involve continuous physical exertion, driving for long periods, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, shoveling, raking, bending, crouching/kneeling, reaching, sitting/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 in trucks/heavy equipment and outdoors and is frequently 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, 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 fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended hours, evenings, and/or weekends and occasionally travels out of town for training, but not overnight. Incumbent occasionally responds to emergencies from an off-duty status.

V. ACQUISITION OF A CDL

Incumbent understands that the acquisition of a minimum Class B CDL if not from before employment, then within the first six (6) months of employment, is required in order to fill the laborer position. The incumbent acknowledges the county's offer to work with the incumbent to obtain said CDL within the first six (6) months of the employment date. The County agrees to provide reimbursement for post-employment CDL depending on the following:

1. The employee shall remain employed by the Fulton County Highway Department for a minimum of one (1) year of the date upon acquiring the CDL
2. The employee shall receive the cost of acquiring the CDL (Class A or B) up to \$1,000 in two reimbursements
3. One-half reimbursement max shall be \$500; the first reimbursement being due upon acquiring the CDL, the second reimbursement being due upon one-year anniversary of the date of acquiring the CDL
4. Reimbursements will be paid on the first payroll following acquiring the CDL

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of 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 or Type Name