

**POSITION DESCRIPTION  
COUNTY OF WARRICK, INDIANA**

**POSITION:** Laborer  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 6:00 a.m. - 4:00 p.m., M-Th  
**JOB CATEGORY:** LTC (Labor, Trades, and Crafts)

**DATE WRITTEN:** March 2020

**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. Warrick 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 Laborer for the Warrick County Highway Department, responsible for maintaining roadways and adjacent areas, assisting equipment operators, and driving/operating vehicles and equipment.

**DUTIES:**

Maintains roadways and adjacent areas including, but not limited to, installing pipes, sealing chips and cracks, patching holes, pouring concrete, removing trees and brush, spraying weeds, and clearing drainage.

Assists equipment operators in performing duties, including gathering/transporting equipment and materials, directing traffic, and cleaning up job sites.

Follows safety procedures when driving and operating vehicles and equipment, including, moving dirt, rock, and gravel.

Performs seasonal duties, including removing snow/ice and mixing/applying salts and abrasives.

Responds to emergency situations, including cleaning up storm damage.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Must be at least 18 years old.

Ability to meet all Department hiring and retention requirements, including passage of a drug test and medical examination.

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

Working knowledge of assigned Department trucks and equipment with ability to maintain roads and highways, complete related maintenance, and follow safety measures.

Working knowledge of standard English grammar, spelling, and punctuation, with ability to prepare correspondence and activity reports.

Ability to operate a variety of hand and/or power tools in performance of duties, including, but not limited to, hammers, screwdrivers, wrenches, drills, brooms, and other tools as needed.

Ability to operate a variety of machinery/equipment in performance of duties, including, but not limited to, delivery truck, concrete saw, pressure washer, hot patch trailer, and other equipment as needed.

Ability to physically perform assigned duties, including sitting/walking at will, standing/walking for long periods, driving, lifting/carrying/pushing/pulling objects weighing under 50 pounds, handling/grasping objects, crouching/kneeling/bending/reaching, close/far vision, depth perception, hearing sounds/ communication, and speaking clearly.

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

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

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

Ability to work with others in a team environment and work rapidly for long periods, on several tasks at the same time.

Ability to occasionally work extended hours, evenings, and weekends and respond to emergencies on a 24-hour basis.

Possession of and ability to maintain a Commercial Driver's License (CDL) with required endorsements and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties with work priorities and schedules primarily determined by a supervisor and the service needs of the public. Incumbent follows standard operating procedures or policy and procedural manuals. Incumbent must have their supervisor's permission to deviate from standard operating procedures. Incumbent has some flexibility in the job.

Incumbent reports directly to Lead Foreman.

## **III. PHYSICAL EFFORT:**

Incumbent's duties involve sitting/walking at will, standing/walking for long periods, driving, lifting/carrying/pushing/pulling objects weighing under 50 pounds, handling/grasping objects, crouching/kneeling/bending/reaching, close/far vision, depth perception, hearing sounds/communication, and speaking clearly. Strain may be intense for frequent or moderate duration and effort is exerted regularly for sustained periods, usually in connection with such duties as pouring concrete and shoveling.

## **IV. WORKING CONDITIONS:**

Incumbent performs a majority of duties outdoors or in vehicles/heavy equipment, including exposure to extreme temperatures and fumes/odors/dust/dirt, wet/icy surroundings, walking on uneven terrain, and working in noisy environments and confined areas. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment. Incumbent may be exposed to potentially irate/hostile individuals.

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

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Laborer for the Warrick County 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 as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name