

Performs duties of Foreman in their absence and duties of Equipment Operator and Truck Driver, as needed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED. Related experience preferred.

Must be at least 18 years of age.

Possession of or ability to obtain and maintain required certification/trainings including Class A Commercial Driver's License (CDL) and required endorsements, Road Construction and Maintenance, Sign Training, and MUTCD Rules and Regulations.

Ability to meet all Departmental and employer hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to monitor compliance with Department and OSHA safety policies and procedures.

Working knowledge of and ability to make practical application of methods, materials and equipment used in maintaining roads, bridges, culverts and rights-of-way.

Working knowledge of local geography and ability to read and interpret local maps, and plan and lay out assigned work projects.

Knowledge of Whitley County Road system, and operation of Highway Department.

Knowledge of sign placement and installation.

Ability to perform duties of Foreman in his/her absence.

Ability to properly operate a variety of hand and power tools, such as hammer, screw drivers, wrenches, drills, shovel, rake, mop, broom, gauges, steam cleaner, and pruner.

Ability to operate a variety of machinery and equipment including welder, chain saws, air hammer, air compressor, cutting torch, welder, dump truck, backhoe, bush hog, chipper, grader, Gradall, compaction roller, tractor, snowplow, vehicle, pallet jack, forklift, grinder, and front end loader.

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

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

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, safety, drug-free workplace, and personal conduct.

Ability to compute, perform arithmetic operations to calculate material needs and determine charges.

Ability to compile, collate, and classify data, and analyze, evaluate, and investigate information.

Ability to physically perform essential duties of the position, including driving and/or sitting for long periods, periodically standing/walking for long periods, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, reaching/bending, crouching/kneeling, digging, shoveling, raking, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects.

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

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 written or oral instructions and present findings in oral or written form.

Ability to respond swiftly, rationally, and decisively to emergencies from off-duty status.

Ability to occasionally work extended, evening, and/or weekend hours, travel out of town for training, sometimes overnight, regularly respond to emergencies on 24-hour basis, and serve on 24 hour call on rotation basis.

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

II. RESPONSIBILITY:

Assignments and objectives are set jointly by immediate supervisor and incumbent following standard operating procedures or policy and procedural manuals. Incumbent must have supervisor's permission to deviate from standard operating procedures. Incumbent has some flexibility in job. Work priorities are determined by supervisor, seasonal deadlines. Incumbent assists Foreman and Supervisor to monitors project sites to ensure proper completion of work and ensure care and safe operation of equipment and tools.

Reports directly to Foreman and Director.

III. PHYSICAL EFFORT:

Incumbent's duties often involve continuous physical exertion, including driving and/or sitting for long periods, periodically standing/walking for long periods, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, reaching/bending, crouching/kneeling, digging, shoveling, raking, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties in office building and garage, outdoors, and in trucks or heavy equipment, and is frequently exposed to normal hazards associated with maintaining roads and rights-of-way, walking on uneven terrain, driving for long periods, working near machinery, traffic, excessive noise, grease, dirt, dust, toxic chemicals, vehicle fumes, extreme temperatures, and wet/icy conditions. In responding to emergency situations, incumbent may be exposed to such hazards as working in high places, such as a bucket truck, and working in traffic. Incumbent responds to situations involving potential physical harm to self or others and works with or exposed to irate/hostile property owners. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended, evening, and/or weekend hours, travels out of town for training, sometimes overnight, regularly responds to emergencies on 24-hour basis, and serves on 24 hour call on rotation basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Assistant Foreman 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/Type name