

Doniphan County Road & Bridge Operator/Truck Driver/Laborer

Position Summary

Under the supervision of the Road & Bridge Shop Foreman, the Operator/Truck Driver/Laborer maintains and repairs county roads and bridges. The employee in this position is required to operate county equipment and perform manual labor for road and bridge maintenance, hauling and spreading rock, snow removal and related duties. The Operator/Truck Driver/Laborer must be able to operate department equipment, power and hand tools and must know construction standards and related information that apply to their project. Utilizes accepted standards of safety in all phases of designed duties. Follows objectives and policies that are predetermined by the County of Doniphan.

Essential Functions

- Replace signs and barricade on road projects as needed;
- Install and clean tubes and culverts;
- Performs road maintenance;
- Haul and spread rock, salt and sand;
- Performs snow removal operations;
- Performs bridge repairs;
- Performs brush removal on roadsides;
- Patching and sealing of roads;
- Makes minor repairs and adjustments to machinery;
- Records maintenance to equipment and machinery as necessary;
- Reports all safety defects on equipment and vehicles;
- Ability to operate department equipment and motor vehicles;
- Exhibits positive attitude towards position, co-workers, supervisory personnel and members of the general public.

Secondary Functions

- Other related duties as deemed necessary or as required.

Operator/Truck Driver/Laborer Position Requirements

Experience: One to three years of road maintenance or similar construction experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education: High school diploma or GED.

Technical Skills: The ability to follow written and/or verbal directions. General knowledge of road and bridge maintenance and construction. General knowledge of operation, maintenance and safety precautions of equipment used. The ability to operate a truck and various department equipment and machinery. Thorough knowledge of safety standards.

Problem Solving: Basic problem solving does exist although most duties follow prescribed policies and guidelines.

Decision-Making: Limited decision-making exists in this position.

Supervision: Supervision is provided by Road & Bridge Shop Foremen and job-related decisions are reviewed. Employee may have supervisory responsibility over subordinate personnel.

Financial Accountability: Employee is not responsible for budgetary control of the department and does not participate in the department budget process. Employee is accountable for performing checklists of equipment including daily inspections.

Personal Relations: Employee has contact with other departmental employees and limited contact with the general public. Ability to establish and maintain effective working relationships with other departments, subordinates, and shall relate to the public in a positive manner.

Working Conditions: Adverse weather conditions and traffic are factors in this position. The employee regularly works with or near moving mechanical equipment and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places. The employee is occasionally subject to noise in the work environment.

Physical Requirements: Manual labor is required. The employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand, talk, hear, walk, sit, climb, balance, stoop, kneel, crouch and crawl. Employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

Mental Requirements: Ability to read and comprehend county, state and federal regulations; to read and comprehend technical/mechanical manuals; to analyze safety situations; to access situations and make recommendations; to maintain effective working relationships with other personnel, subordinates and the public, to work without immediate supervision; and to adapt to different people, behavior and circumstances.

Special Requirements: CDL with endorsements and valid driver's license is required.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION LAST UPDATED IN APRIL 2020