

**POSITION DESCRIPTION**  
**COUNTY OF STEUBEN, INDIANA**

**POSITION:** Highway Maintenance Worker III  
(Equipment Operator)

**DEPARTMENT:** Highway

**WORK SCHEDULE:** As Scheduled

**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** September 1995

**STATUS:** Part-Time

**DATE REVISED:**

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Highway Maintenance Worker III for the Highway Department, responsible for operating various heavy trucks and equipment in maintaining County roads and rights-of-way.

**DUTIES:**

Operates various heavy equipment, trucks and power tools in clearing and maintaining County roads, sewers, ditches and rights-of-way, such as grader, gradall, paver, compaction roller, front-end loader, dump truck, crusher, chipper, water rat, mower, chain saw, air hammer and concrete saw.

Installs, repairs and cleans drainage pipes, tiles, bridges, headers and guard rails using various equipment and tools, including concrete tools, drill, hammer, power saw and wrenches.

Operates trucks to pull trailers, remove snow, haul and apply various materials, such as stone, asphalt, dirt, salt and sand.

Shovels sand, salt, hot and cold mix from trucks in clearing snow and ice and repairing roads. Shovels and rakes aggregates and other materials from truck for pipes and other road work.

Clears brush and cuts trees using chain saw, brush cutter, bush hog, and chipper.

Periodically assists Mechanic and/or performs various maintenance functions, including checking/ adding to fluid levels and greasing equipment, changing blades on front plows and underbelly scrapers, recording in logs as required, cleaning equipment and shop area, painting, and working in back-lot. Occasionally assists with flagging/traffic control as needed.

Serves on 24-hour call for emergency situations as assigned. Four Corner Foreman responsibilities may be assigned as designated by Superintendent, which may include being on-call for one week to respond to road situations requiring Department assistance.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGES:**

High school diploma or GED.

Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Working knowledge of and ability to make practical application of Department safety policies and procedures, and ability to properly operate a variety of heavy equipment, trucks, hand and power tools, including Gradall, grader, paver, compaction roller, front-end loader, backhoe, tractor, bush hog, shovel, dump truck, snow plow, chain and power saws, hammers, drills, post hole digger, post driver.

Ability to physically perform assigned duties, including driving and/or sitting for long periods, close vision, hearing, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, grasping and fingering objects.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to understand and follow written and oral instructions and complete required paperwork.

Ability to read and interpret instruments, gauges and dials.

Ability to effectively communicate with co-workers, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town, but not overnight.

Ability to regularly serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Commercial Driver's License with required endorsements and demonstrated safe driving record. Have up to date medical card and pass drug and alcohol test.

## **II. RESPONSIBILITY:**

Incumbent works according to a daily work schedule with priorities determined by supervisor. Incumbent refers to supervisor unusual or unprecedented situations, such as questions concerning right-of-way. Incumbent's work is reviewed through random checks at critical phases and upon completion of specific duties. Errors in work are usually prevented through standard safety procedures and are detected through supervisory review. Undetected errors may result in loss of property and/or endangerment to self or others.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers for the purpose of exchanging information.

Incumbent reports directly to Superintendent.

**IV. PHYSICAL EFFORT:**

Incumbent's duties involve continuous physical exertion, such as driving and/or sitting for long periods, close vision, hearing, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, grasping and fingering objects.

**V. WORK ENVIRONMENT:**

Incumbent performs a majority of duties in heavy equipment and outdoors and is frequently exposed to normal hazards associated with maintaining roads and rights-of-way, such as machinery, traffic, noise, grease, dirt, dust, vehicle fumes, extreme temperatures 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 and others.

Incumbent occasionally works extended, evening and/or weekend hours, and regularly serves on 24-hour call for emergency situations.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Highway Maintenance Worker III 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\_\_\_\_\_

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Applicant/Employee signature

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Date