

POSITION VACANCY

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE
ACCEPTED BEGINNING NOVEMBER 5, 2025, THROUGH JANUARY 5, 2026.**

(POSITIONS ARE OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

JOB TITLE: Truck Driver

On-line: <https://www.co.wayne.in.us/jobs/index.php>

Date Posted: November 5, 2025
Department: Highway
Hours: 40 hrs./Full-time
Salary: \$22.37 to \$23.37

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. Wayne 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 accommodation would cause an undue hardship.

Incumbent serves as Truck Driver for the Highway Department, responsible for hauling materials to and from job sites, driving various trucks and equipment and maintaining County roads and equipment.

DUTIES:

Operates dump truck to haul materials, such as asphalt, crushed stone, sand, dirt, and trees, to and from job sites.

Hauls equipment to and from jobsite via semi and lowboy trailer or dump truck and trailer.

Removes snow from County roads and applies sand/salt mixture to roads during the winter.

Performs road and equipment maintenance duties, including but not limited to, mowing grass, removing trees, brush, and debris with a chainsaw, spraying roadsides with chemicals, flagging traffic, sweeping roads, patching potholes, shoveling, greasing, cleaning, luting, and installing road signs.

Assists in determining the width of the roadway, depth of asphalt and the slope of the road.

Operates Front End loader, chipper box, roller, and street broom on County roads.

Operates screed operations on paver.

Maintains department equipment, including conducting regular equipment checks, ensuring equipment is in safe operating condition, lubricating, performing minor repairs to trucks and heavy equipment, welding and repairing broken equipment.

Maintains chain saw and hand tools.

Assists the mechanics performing mechanical work on Dept. trucks and equipment.

Performs building maintenance, including but not limited to, sweeping and cleaning garage/shop, painting, changing light bulbs, electrical and pipe repair.

Installs culvert pipes in ditches, driveways and roads, levels ditches of roads and yards.

Repairs concrete buttresses, walls, decks, and steel girders on bridges.

Installs and maintain radio systems for Highway Department vehicles and equipment.

Completes work order forms, activity reports and other necessary paperwork.

Maintains and repair Road Signs at the shop and alongside the road.

Performs pipework, welding, light mechanical work, bridge work and minor operation of equipment.

Performs carpentry work as assigned, including building stairs, walls and pouring concrete.

Keeps dump truck and equipment clean, inside and out, including washing/sweeping and removing trash daily.

Assists sign operator in sign inspections, center line striping, RR & school zones, replacing signs and inventorying signs.

Assists the Body Shop in performing body work on department trucks and equipment, including sandblasting, painting, welding, and general maintenance.

Installs and maintains fuel tanks around the garage.

Removes dead animals from County roads as needed.

Winterizes compaction rollers, including draining water from machine and adding antifreeze to tank and pump.

Serves 24-hour on-call for emergencies from November through April.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED.

Be a resident of Wayne County or live within 3 miles of Wayne County Line.

Must be at least 18 years of age.

Ability to meet all hiring requirements, including a medical exam and drug test.

Possession of a valid driver's license, Commercial Driver's License (CDL) and demonstrated safe driving record.

Working knowledge of Standard English grammar, spelling, and punctuation with ability to accurately complete forms and reports.

Ability to operate computer and departmental programs software.

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

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

Ability to understand and follow written and oral instructions and directions and appropriately respond to constructive criticism.

Ability to work alone, with minimum supervision, and with others in a team environment, maintain appropriate and respectful relationship with co-workers.

Ability to operate hand and power tools, including hammer, screw drivers, drills, chain saws, power saw, drill press, manual post hole digger, air compressor, air hammer, grinder, cutting torch, welding equipment, shovel, rake, mop, broom, sander, and lute.

Ability to operate machinery/equipment, including dump truck, snowplow, front-end loader, bush hog, compaction roller, riding mower, push mower, tractor, jack hammer, street sweeper, and chemical truck.

Ability to work under time pressure and work rapidly for long periods of time.

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

Ability to apply knowledge of people and local geography.

Ability to compute/calculate figures, such as project material needs and square feet, count and perform simple arithmetic functions.

Ability to read and interpret prints, sketches, layouts, specifications, maps, and local geography and plan and layout work assignments.

Ability to occasionally work extended hours, evening hours and including weekends and occasionally travel out of town, but not overnight, to pick up parts and equipment.

Incumbent is required to respond to emergencies from off-duty status.

Perform related duties as assigned.

II. RESPONSIBILITY:

Incumbent performs routine, standardized daily assignments with moderate supervision, according to procedures or policy manuals. Duties require some care and skill to prevent damage to tools and equipment and prevent injury to self and others. Incumbent's assignments and objectives are set jointly by supervisor and incumbent with priorities determined by supervisor, seasonal deadlines, and the weather. Errors in incumbent's work are primarily detected or prevented through supervisory review, complete prior instructions, and reference to technical manuals/specifications.

Incumbent reports directly to County Highway Supervisor.

III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, driving for long periods, far vision, depth perception, hearing communication, shoveling, handling/grasping objects, and periodically standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing more than 50 pounds, reaching, bending, crouching, kneeling and assuming awkward positions for long periods of time.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties outdoors, in a vehicle and in a garage/shop. Is frequently exposed to normal hazards associated with maintaining roads, including machinery, extreme hot/cold conditions, wet/icy conditions, chemicals, fumes, odors, dust, dirt, and noise. Incumbent occasionally works in confined areas and in high places, including ladders, roofs, or bucket trucks. Incumbent may work with or be exposed to violent/irate individuals and respond to situations involving potential physical harm to self and others. Safety precautions must be observed at all times to ensure personal safety and the safety of others, such as wearing protective clothing and equipment.

APPLY AT: Wayne County Government
Human Resources Department
401 E. Main Street,
Richmond, IN 47374

On-line: <https://www.co.wayne.in.us/jobs/index.php>

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An Equal Opportunity Employer***