

# **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC  
BEGINNING APRIL 14, 2023 AND WILL BE ACCEPTED THROUGH MAY 12, 2023.**

**JOB TITLE: SUMMER SEASONAL WORKER, #13610  
(Five Positions)**

**Date Posted: April 14, 2023**  
**Department: Wayne County Highway Department**  
**Hours: 40 hours per week**  
**Salary: \$16.61 per hour**

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 Summer Worker for the Highway Department, responsible for cleaning and maintaining County roads. This is a six-month assignment.

## **DUTIES:**

Removes brush along County roads, including trimming trees, cleaning up debris, and chipping limbs.

Operates pavement roll over, and street broom to clear streets of excess salt/sand and to prepare roadways for paving and sealing. Patches potholes.

Mows grassy areas along County roads and plants grass seed as needed.

Maintains and repairs street signs at shop and alongside the road. Replaces damaged mailboxes.

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

Performs welding and cutting torch jobs, assists in replacing parts, and sweeps and cleans garage/shop.

Removes dead animals from roads as required.

Performs related duties as assigned.

## **I. SKILLS AND KNOWLEDGES:**

High school diploma or GED.

Must be at least 18 years of age.

Must have a valid driver's license.

Working knowledge of mechanical equipment.

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

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

Ability to understand and follow written and oral instructions/directions.

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 operate hand and power tools including, hammer, screw drivers, wrenches, drills, chainsaws, power saw, drill press, post hole digger, air compressor, grinder, cutting torch, welding equipment, top/die sets, shovel, rake, mop, pruner, broom, and sander.

Ability to operate machinery/equipment, including but not limited to a pick-up truck, snowplow, bush hog, tractor, jack hammer, compaction roller, and riding mower.

Ability to work under time pressure, work rapidly for long periods of time, and work on several tasks at the same time.

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

Ability to read/interpret detailed prints, layouts, and maps.

Ability to occasionally work extended hours, weekends, and evenings.

Ability to respond to emergency calls from off-duty status.

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

Possession of a valid driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to standard operating procedures or policy manuals. Incumbent's assignments and objectives are set jointly by supervisor and incumbent with priorities determined by supervisor, seasonal deadlines, and service needs of the public. Incumbent's duties require moderate care and skill to protect tools and equipment and prevent injury to self and others. Errors in incumbent's work are primarily detected or prevented through complete prior instructions from supervisor, and procedural safeguards.

Incumbent reports directly to County Highway Supervisor.

## **III. PHYSICAL EFFORT:**

Incumbent's duties involve continuous physical exertion, including weighing more than 50 pounds, standing/walking/sitting for long periods of time, pushing/pulling objects, bending, crouching/kneeling, reaching, close and far vision, color, and depth perception, hearing mechanical sounds, and handling/grasping/fingering objects.

#### **IV. WORKING CONDITIONS:**

Incumbent performs majority of duties in truck/equipment and outdoors and is frequently exposed to normal hazards associated with maintaining roads, including machinery, traffic, fumes, dust, dirt, noise, extreme temperatures, and inclement weather. Incumbent may work in confined areas or in high places, such as ladders, roofs, or bucket trucks. Safety precautions must be observed at all times to ensure personal safety and the safety of others, such as wearing protective clothing and equipment.

Incumbent occasionally works extended, weekend and evening hours. Incumbent is occasionally required to respond to emergencies from off-duty status.

#### **APPLY AT:**

**Wayne County Human Resources  
Wayne County Administration Building  
401 East Main Street  
Richmond, IN 47374**

Or on-line at <http://www.co.wayne.in.us>

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