

POSITION VACANCY

**APPLICATIONS FROM THE GENERAL PUBLIC WILL
BE ACCEPTED FROM NOVEMBER 20, 2020 THROUGH DECEMBER 4, 2020
OR UNTIL THE POSITION IS FILLED.**

JOB TITLE: Truck Driver

On-line: www.co.wayne.in.us

Date Posted: November 20, 2020
Department: Highway
Hours: 40 hrs./Full-time
Salary: \$17.03/hr.

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:

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

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

Perform 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.

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

Operate roller and street broom on County roads.

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.

Maintain chain saw and hand tools.

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

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

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

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

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

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

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

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

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

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

Install and maintain fuel tanks around the garage.

Remove dead animals from County roads as needed.

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

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

Perform related duties as assigned.

I. SKILLS AND KNOWLEDGES:

Have High school diploma or GED.

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

Be at least 18 years of age.

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

Possession of a valid Commercial Driver's License and demonstrated safe driving record.

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

Be able to operate computer and departmental programs software.

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

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

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

Be able 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.

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

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

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

Be able to apply knowledge of people and local geography.

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

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

Be able to respond to emergencies from off-duty status.

Be able to occasionally work extended hours, evening hours and including weekends.

Occasionally travel out of town, but not overnight, to pick up parts and equipment.

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
<http://www.co.wayne.in.us>

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