

**JOB POSTING**  
**HOWARD COUNTY HIGHWAY DEPARTMENT**

**POSITION:** Truck Driver  
**WORK SCHEDULE:** 7:00 a.m. – 3:00 p.m. Monday-Friday  
**JOB CATEGORY:** LTC (Labor, Trades, and Crafts)

**DATE:** NOVEMBER 7, 2016                      **STATUS:** FULL TIME  
**SALARY:** \$31,779.00 TO \$35,311.00              **FLSA STATUS:** NON-EXEMPT

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for the position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, and 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.

**ESSENTIAL FUNCTIONS:**

Operates various heavy equipment and power tools in clearing and maintaining County roads, sewers, ditches, and rights-of-way, such as compaction roller, front-end loader, dump truck, bucket truck, snow plow, salt spreader, street sweeper, 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, shovel, hammer, power saw, and wrenches.

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

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

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

Periodically assists Mechanic and performs various preventative maintenance functions, including cleaning equipment and shop area, checking fluids on equipment, ensuring proper fluid levels, greasing equipment and recording in logs as required.

Occasionally assists with flagging/traffic control as needed.

Serves on 24-hour call for emergency situations as assigned.

**REQUIREMENTS:**

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 tow motor, compaction roller, front-end loader, tractor, shovel, dump truck, bucket truck, snow plow, chain and power saws, hammers and drills.

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

Ability to follow all personnel policies and rules of the organization.

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

Ability to work on several tasks at the same time and work steadily for long periods.

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.

**LICENSE/CERTIFICATION NEEDED:**

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

To apply for this position, please send resume to the Howard County Highway Department, 625 S. Berkley Rd., Kokomo, IN 46901.

Attention: Ted L. Cain, Howard County Engineer, on or before **November 16, 2016**.

Hire Start Date: **January 2017**

Equal Opportunity Employer