

# *Shelby County Fiscal Court*

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## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Laborer with CDL	<b>DEPARTMENT:</b> Road Department
<b>CLASSIFICATION:</b> Skilled/Semi-Skilled	<b>SUBMITTED BY:</b> Human Resources
<b>SALARY RANGE:</b> \$18.50 to \$24.50/hour	<b>APPROVED BY:</b> County Judge Executive

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## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** County Road Supervisor

**POSITIONS SUPERVISED:** None

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## **POSITION PURPOSE**

Under general supervision of the County Road Supervisor or Road Crew Foreman performs semi-skilled and skilled duties related to light automotive and power equipment. Performs unskilled duties including a variety of general labor functions for the provision of county services. Performs related work as required.

## **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. Operates snowplow and other equipment necessary for provision of county services.
2. Operates vehicles requiring a commercial driver's license. Equipment includes, but not limited to, single axle truck (dump, flatbed, pickup), mowing tractors and bush hogs, and chemical sprayer (300 gallon).
3. Performs work related activities related to proper maintenance of county property, roads and right of ways, including, but not limited to, patching potholes, picking up litter, using chainsaw to trim trees and brush, install traffic signs, serves as flagger during maintenance activities.
4. Performs related activities as required.

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Graduate from accredited high school or GED equivalent.
- Valid Kentucky Driver's License.
- Commercial Driver's License – A or B.
- Work Zone Traffic Control and Flagger.

### **EXPERIENCE REQUIRED:**

- 1 to 3 years unskilled or semi-skilled manual work experience.
- 1 to 3 years operation of variety of hand powered tools.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to understand and follow oral and written instructions.
2. Knowledge of the work hazards and applicable safety precautions associated with assigned equipment.
3. Knowledge of the operating characteristics and servicing of relevant equipment.
4. Ability to make minor operation adjustments and to recognize operating deficiencies in assigned equipment.
5. Ability to perform moderately heavy to heavy labor for extended periods of time.
6. Ability to establish and maintain effective working relationships with other employees and the general public.
7. Knowledge of applicable traffic laws, ordinances and regulations involved in the operation of departmental vehicles.
8. Excellent Physical Condition.

**CONDITIONS OF EMPLOYMENT:**

- Participation in KPPA (Kentucky Public Pension Authority) - Non-Hazardous
- Participation in Payroll Direct Deposit Program
- Motor Vehicle Background Check & FMCSA Clearinghouse Check Annually
- Annual Physical as required for CDL
- Random Drug testing as required for CDL

**WORKING CONDITIONS PHYSICAL EFFORT:**

- Work is typically performed at a highway/road maintenance facility, at work sites throughout the assigned work area and when necessary, district wide.
- Positions in this class must possess the ability to work, sit, stoop and bend for extended periods of time.
- Must be able to lift and carry 50 pounds.
- Must be able to work extended hours and be outside during inclement weather.
- Must be able to respond to emergencies.

**OVERTIME REQUIREMENTS:** Non-exempt

**AVAILABILITY:** Regular Shift but may be contacted on emergency basis.

**INTENT AND FUNCTIONS OF JOB DESCRIPTIONS**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decision. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risk to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

Shelby County Fiscal Court is an Equal Opportunity Employer.