



Date Revised: April, 2022

TRAINEE/LABORER

Exempt: No
Department: Road
Reports to: Road Superintendent
Location: Washington County Courthouse

SUMMARY:

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs labor tasks in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications, and maintain the physical condition of the shop building. The incumbent is responsible for the maintenance of assigned tools and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
2. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
3. Document and update sign installation information for computer entry and accurate record keeping.
4. Assist with record keeping on parts and equipment.
5. Make safety inspections and maintain fire extinguisher.
6. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
7. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
8. Operate a pavement breaker to cut off a bridge deck.
9. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
10. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
11. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.



12. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
13. Regular attendance is mandatory for this position.
14. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED).

OTHER SKILLS and ABILITIES:

The incumbent may be responsible for an assigned pickup truck. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.



WASHINGTON COUNTY
Job Description – Trainee/Laborer (EQ1)

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____