

Bremer County Highway Department Job Description

Position: Laborer
Reports to: Road Foreman, County Engineer
Status: Bargaining unit position
FLSA Status: Non-exempt

Date Adopted:

Summary: This position is responsible for the skilled operation of single axle trucks and other equipment as necessary in the maintenance and construction activities of the county. May operate various automotive, construction and maintenance equipment after instruction.

Essential Duties and Responsibilities include the following:

1. With minimum supervision haul and place road surfacing materials throughout the county.
2. With minimum supervision performs snow or ice removal operations, mowing ditches. Identifies, investigates, reports and takes appropriate action on deficiencies in roadways.
3. Perform routine scheduled maintenance of assigned machinery and equipment including but not limited to changing oil, filters and other engine fluids, greasing vehicles, repairing tire chains and lights, performing battery maintenance and washing and cleaning as assigned.
4. Completes a written record of the maintenance services performed on each piece of equipment.
5. Completes various written work records including, but not limited to, time sheets, log sheets, equipment service sheets.
6. Performs manual labor including, but not limited to, cutting and spraying brush and trees, picking up trash, changing cutting edges, installing, maintaining and removing tire chains, cold patching hard surfaced roads, building and removing fences, changing and repairing flat tires, work associated with repairing tile and culvert drainage structures.
7. Controls traffic in construction and maintenance zones or emergency situations.
8. Performs maintenance and housekeeping activities of county buildings when necessary
9. Other duties as assigned.

Qualifications 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 will be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Completion of High School or G.E.D. equivalent is required. Good knowledge of and the ability to operate assigned vehicles and equipment in a safe manner according to public traffic laws and regulations. Good knowledge of occupational hazards and the safety precautions necessary for the proper operation and use of assigned vehicles, equipment, tools and materials. Good knowledge of techniques utilized in hauling and placing road surfacing materials. General knowledge of

construction practices utilized in the building and maintaining of roads and drainage structures is helpful.

Language Skills Ability to read, analyze and interpret maps, maintenance manuals and similar type documents. Abilities to effectively write periodic work reports, fill out log books and document facts. Ability to establish and maintain effective working relationships with fellow employees, supervisors and the general public.

Mathematical Skills Ability to calculate figures and amounts such as total miles driven, tons of aggregate placed, average tons per mile. Ability to estimate mileage, distances and locations with respect to maps and landmarks.

Reasoning Ability Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply safety practices and procedures to all situations.

Certificates, Licenses, Registrations Must maintain a valid State of Iowa Commercial Drivers License (CDL-Class A) with air brake certification. Ability to maintain drug free environment and pass periodic random drug screening, as well as participate in the FMCSA Drug and Alcohol Clearinghouse queries.

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 will 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 talk, hear, see and use hands and legs to operate a wide range of heavy truck tractor type motor vehicles, exit and enter the vehicle throughout the day and operate snow removal equipment in adverse weather situations for extended periods of time. The employee is periodically required to perform regular vehicle maintenance activities and non scheduled work requiring the ability to exert or lift 50 to 100 lbs. The employee is periodically required to use hand tools to perform maintenance activities. The employee is periodically required to be available during adverse weather conditions and nonstandard hours.

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

The work environment will fluctuate with the weather conditions throughout the year. The employee may be subjected to extreme weather conditions for short periods of time. The employee may be subjected to working in adverse weather conditions for extended periods of time. The employee may be subjected to working in road construction and maintenance activity environments with periodic high noise levels, dusty conditions and hazardous conditions. The employee may be subjected to extended periods of working independently or with a group.

General Principles: Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

The County reserves the right to change or reassign job duties or combine positions at any time.

Employee Position Acceptance:

I have thoroughly discussed the education, work experience and general requirements related to this position with the County Engineer, and I fully understand what is required of me in this position. I hereby accept this position and agree to perform the tasks required to the best of my abilities.

Employee

County Engineer

Date

Date