

**Hardin County Fiscal Court  
Job Description**

**Laborer/Seasonal Worker**

*June 22, 2010*

**Road**

**Pay Grade 3**

**Job Summary**

The purpose of the position of Laborer is to perform physical work involving the use of hand tools and simple mechanical tools in the Hardin County Road and Maintenance Department. The employee may drive a truck as well as load and unload the truck. Work is performed under general supervision while recurring tasks are performed without supervision. Specific instructions are given for unusual jobs. Supervisors evaluate all assignments during progress and upon completion.

**Major Essential Duties**

- Flag, use a shovel, rake, and broom with paving crew
- Clear right-of-ways of dead and living trees and bushes
- Load and unload limbs, bushes, work implements and materials such as seed, fertilizer and lumber
- Assist with the installation of drainage tiles along roadway
- Spread fertilizer and grass seed
- Clean out tiles
- Dig and drill holes
- Spread straw
- When required, drive a small truck
- Perform various tasks as required or instructed by supervisor

**Minor Essential Duties**

- Facilitate the completion of construction projects and account for materials and equipment used or consumed in said projects
- General labor and shop clean up as required

**Supervisory Responsibility**

- None

**Relationships**

The Laborer/Seasonal Worker performs duties within the Road Department under the supervision of the Road Department Supervisor, Assistant Supervisor or designated Foreman

## *Qualifications*

### *Education and/or Experience*

- Graduate of an accredited high school or equivalent
- Some experience in performing heavy manual work is preferred but not required

### *Language Skills*

- Ability to communicate effectively in English both orally and in writing
- Ability to understand and follow oral and written instructions

### *Mathematical Skills*

- Ability to add, subtract, multiply and divide in all units of measure

### *Reasoning Ability*

- Solves practical problems
- Interprets some technical and instructional material
- Makes decisions which serve the County's best interest

### *Certificates, Licenses, Registrations*

- Must possess a valid Kentucky driver's license
- CDL preferred but not required

### *Other Knowledge and/or Skills*

- Knowledge of the proper use and care of hand tools
- Some experience in performing delegated unsupervised work is preferred
- Mechanical aptitude and manual dexterity
- Possess physical strength and agility sufficient to do strenuous laboring tasks under varying, sometimes severe, weather and work conditions
- Ability to perform duties in locations with high instance of dust, dirt, noise and emissions from equipment

### *Physical Demands*

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

#### Regularly (over 2/3 of regular work day)

Stand or walk  
Talk or hear  
Lift and/or move up to 25 pounds  
Operate a vehicle

#### Occasionally (under 1/3 of regular work day)

Stand or walk  
Reach with hands and arms  
Use hands to type, handle papers, tools etc.

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus

***Work Environment***


The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate to high.

***Comments***

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must be 18 years or older
- Must perform heavy manual labor for extended periods, often under adverse weather conditions and in difficult working areas
- Must drive a small truck on occasion
- Must work overtime when necessary

Date Approved: 6/22/10

  
Harry L. Berry  
Hardin County Judge/Executive