

# Hardin County Government

## Job Description

*Non Hazardous*

**Laborer/Equipment Operator I**

**Pay Grade 3**

STATUS	
<b>Date:</b> December 27, 2019	<b>Department:</b> Road
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Team Leader
<b>Supervisory Responsibility:</b> None	

### **Job Summary**

The purpose of this position is to perform skilled work in the operation of construction and maintenance equipment in the Hardin County Road and Maintenance Department. The employee occasionally drives a truck. Work is performed under general supervision and specific instructions are given for unusual jobs. Supervisors evaluate all assignments during progress and upon completion

### **Major Essential Duties**

- Operate equipment such as a track loader, wheel-type loader, backhoe, roller, dump truck, tractor with trailer, bush-hog, boom-mower, or broom
- Uses shovel, rake, broom and flags with paving crew
- Loads and unloads limbs, bushes, work implements, and materials such as seed, fertilizer, and lumber
- Clears and maintains right-of-ways of dead or living trees and bushes, uses bush chipper
- Assists with the installation of drainage tiles along roadway
- Cleans clogged drainage tiles along roadway
- Spreads fertilizer and grass seed
- Drives light truck when required
- Assists with the installation of highway signs
- Performs snow and ice removal with light truck
- Assists with bridge building
- Digs and drills holes
- Spreads straw
- Loads sand

### **Minor Essential Duties**

- Facilitate the completion of construction projects by performing general labor, equipment operation and shop clean up
- Account for materials and equipment used or consumed in said projects

### **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
- Some experience in performing delegated unsupervised work is preferred

#### ***Language Skills***

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze, and interpret policies, procedures, equipment manuals, and safety documents
- Ability to write occasional reports

#### ***Mathematical Skills***

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

#### ***Reasoning Ability***

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

#### ***Certificates, Licenses, Registrations***

- Possess a valid Kentucky driver's license
- Possess or be able to obtain a commercial driver's license within one (1) year of employment

#### ***Other Knowledge and/or Skills***

- Knowledge of the proper use and care of hand tools
- Must understand traffic laws, ordinances and regulations involved in operating equipment
- Must understand the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment

### **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)**

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

**Occasionally (under 1/3)**

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 within the requirements of a commercial driver's license

Possess physical strength and agility sufficient to do strenuous laboring tasks under varying, sometimes severe, weather and work conditions

**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

Perform duties in locations with high instance of dust, dirt, noise, and emissions from equipment

**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 appropriate authorities
- Must be neat in appearance
- Must be 18 years or older
- Must be able to understand and follow oral and written instructions
- Must maintain effective working relationships with other employees and supervisors
- Must have personal integrity and remain free of felony convictions

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: December 27, 2019

  
Harry L. Berry  
Hardin County Judge/Executive