HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2019-198

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following Job Descriptions within the Road Department:

1. Road Supervisor/Engineer
2. Assistant Supervisor
3. Business Manager
4. Senior Team Leader
5. Team Leader
6. GIS/GPS Mapping Operator
7. Sign Installer/Operator II
8. Equipment Operator IV
9. Equipment Operator III
10. Equipment Operator II
11. Mechanic
12. Laborer/Equipment Operator I
13. Laborer/Seasonal Worker

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 27 December 2019.

Harry L. Berry
Hardin County Judge/Executive

ATTEST:

Debbie Donnelly
Hardin County Clerk

Hardin County Government
Job Description

Non-Hazardous

Road Supervisor/Engineer **Pay Grade 22/24**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Exempt	**Reporting Authority:** Deputy Judge/Executive
Supervisory Responsibility: Assistant Supervisor	

Job Summary
This is a specialized supervisory position for the functional areas of highway maintenance, bridge maintenance and highway construction. The incumbent carries out department plans by utilizing generally accepted standards, work methods, procedures and techniques related to the construction, maintenance and repair of roads, bridges and culverts. Decision-making is based upon established Commonwealth of Kentucky and Hardin County practices, precedents, procedures, policies, regulations and guidelines.

Major Essential Duties
- Works to improve and update county roads and execute the county road maintenance and snow removal program
- Work with the Kentucky Transportation Cabinet to obtain funds for road design, construction and maintenance
- Supervise all department personnel. Plan, schedule and assign work upon established departmental priorities, including but not limited to review of daily reports, prioritization of equipment utilization, evaluations and progress reviews
- Train subordinates at all levels in proper methods, procedures and safety practices related to their work
- Evaluate employee performance, interview job applicants and address employee grievances within established county guidelines
- Review correspondence and reports. Maintain detailed records of jobs completed and material used
- Remain on call for road/bridge emergencies 24/7/365 and assign personnel for emergency duty in accordance with departmental requirements
- Prepare the annual Road Department budget

Minor Essential Duties

- Procurement and maintenance of department vehicles and equipment
- Investigate complaints concerning county roads and bridges within the scope of Road Department guidelines. Personally contact residents/owners to address concerns in accordance with established guidelines. Confer with the reporting authority to obtain his/her approval prior to resolving a complaint outside normal standards
- Investigate personnel issues as applicable
- Attend staff meetings

Qualifications (Road Supervisor)

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Background in business management
- 5 years of experience in administration, road construction and road maintenance
- Experience in the use of computers, standard office machines and standard communication devices
- Working knowledge of County government preferred
- Thorough knowledge of various types of equipment used in road construction and maintenance
- Thorough knowledge of standard road construction and maintenance procedures and practices
- Successful completion of an examination, either oral or written, or both, given by the appropriate examining authorities, and has received a certificate of qualification from those authorities

Qualifications (Road Engineer)

Education and/or Experience

- Bachelor's degree in engineering from an ABET accredited college or university
- Civil or highway engineer licensed in accordance with KRS 322.040
- Three (3) years of practical road construction, design and maintenance experience
- Working knowledge of county government preferred
- Thorough knowledge of various types of equipment used in road construction and maintenance
- Thorough knowledge of standard road construction and maintenance procedures and practices

Qualifications

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications governmental regulations, financial reports and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members and suppliers of goods and services

- Ability to write reports, business correspondence and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other members of government organizations
- Ability to display strong oral, written and listening skills

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute ratio and percent and to draw and interpret graphs
- Ability to estimate quantities of material, equipment and personnel required for projects

Reasoning Ability

- Define problems, collect data and establish facts and draw valid conclusions
- Solve practical problems while dealing with several abstract and concrete variables
- Interpret an extensive variety of complex technical and instructional information
- Make decisions serving the County's best interests and follow the missions and objections of the department

Certificates, Licenses, Registrations (Road Supervisor)

- Possess a valid Kentucky driver's license
- Possess or be able to obtain a commercial driver's license within one (1) year of employment
- Certified Road Supervisor as required by KRS 179.020

Certificates, Licenses, Registrations (Road Engineer)

- Bachelor's degree in civil or highway engineering from an ABET accredited college or university
- Licensed in accordance with KRS Chapter 322
- Possess or be able to obtain a commercial driver's license within one (1) year of employment

Other Knowledge and/or Skills

- General knowledge of the operation, maintenance and adaptabilities of road construction equipment
- Understanding of traffic laws, ordinances and regulations involved in operating equipment
- Understanding of the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment
- Maintain effective working relationships with other employees and other department supervisors
- Familiarly with the policies and procedures of the Kentucky Transportation Cabinet is preferred
- Registration as a Professional Land Surveyor is preferred

Physical Demands
Will possess physical strength and agility sufficient to do some laboring tasks under varying, sometimes severe, weather and work conditions and will be expected to perform duties in locations with high instance of dust, dirt, noise, and emissions from equipment

The physical demands described represent 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)	Occasionally (under 1/3)
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle papers, tools, etc.
Lift and/or move up to 25 pounds	
Operate a vehicle	

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 interest
- Must adhere to applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statues, and any other procedures, rules, regulations, ordinances and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 25 years or older
- Must have personal integrity, and remain free of felony convictions
- Must maintain confidentiality when required

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

Hardin County Government
Job Description

Non-Hazardous

Assistant Supervisor **Pay Grade 18**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Exempt	**Reporting Authority:** Road Supervisor/Engineer
Supervisory Responsibility: Senior Team Leader and Business Manager Will perform duties as the Road Supervisor/Engineer when absent	

Job Summary
The purpose of this job is to assist in the planning, supervision and coordination of the activities of the Hardin County Road Department.

Major Essential Duties
- Plan and direct the operation, maintenance and construction activities of the County Road Department
- Schedule work projects and priorities
- Coordinates the work of employees under supervisory responsibility
- Inspect work as to methods, employees, quality of work and work progress
- Review correspondence and reports

Minor Essential Duties
- Investigate and respond to complaints regarding work needs on county roads
- Investigate personnel issues
- Assist in preparing annual budget
- Assist with Road Department training and professional development

Qualifications

Education and/or Experience
- Graduate of an accredited high school or equivalent
- Some experience in business management in a related field
- Five (5) years' experience in construction and road maintenance work are required
- Working knowledge of County government preferred
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices

Language Skills

- Ability to display strong oral, written and listening skills
- Ability to read, analyze and interpret policies, procedures, equipment manuals and safety documents
- Ability to write necessary reports
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members and suppliers of goods and services
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other members of government

Mathematical Skills

- Ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute ratios, percentage, and to draw and interpret graphs
- Ability to estimate quantities of material, equipment and personnel required for projects

Reasoning Ability

- Define problems, collect data, establish facts and draw valid conclusions
- Solve practical problems while dealing with several abstract and concrete variables
- Interpret an extensive variety of complex technical and instructional information
- Make decisions which serve the County's best interest and follow the missions and objectives of the department

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

- General knowledge of the operation, maintenance and adaptabilities of road construction equipment
- Understanding of traffic laws, ordinances and regulations involved in operating equipment
- Understanding of the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment
- Ability to give instructions to other employees
- Maintain effective working relationships with other employees and supervisors
- Mechanical aptitude and manual dexterity to operate construction equipment
- Basic knowledge of computers and office equipment

Physical Demands
Will possess physical strength and agility sufficient to do some laboring tasks under varying, sometimes severe, weather and work conditions and will be expected to perform duties in locations with high instance of dust, dirt, noise and emissions from equipment

The physical demands described represent 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)	**Occasionally (under 1/3)**
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle papers, tools, etc.
Lift and/or move up to 25 pounds	
Operate a vehicle	

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

Work Environment
The work environment characteristics 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 the 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 be 21 years or older
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required

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

Hardin County Government
Job Description

Non-Hazardous

Business Manager **Pay Grade 12**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Exempt	**Reporting Authority:** Assistant Supervisor
Supervisory Responsibility: None	

Job Summary
The purpose of this position is to perform administrative and public support to the Hardin County Road Department.

The incumbent is responsible for the correspondence and general clerical functions of the Road Department; therefore, the incumbent must have a thorough knowledge of all aspects of clerical duties and develop a thorough knowledge of county government operations.

Major Essential Duties
- Responsible for the daily administrative decisions within the business office
- Assist in administration of the department
- Payroll designee for the Road Department to include: comparing daily time records with time clock entries for accuracy, maintaining vacation/sick time records and preparing bi-weekly payroll information for submission to the Finance Department
- Ensures correct employee leave paperwork is completed for all employees
- Cross-trains subordinates, and others if necessary, in the areas of accounting, billing code activities, workers' compensation activities, payroll activities and other areas as necessary
- Balances bank deposits with the Finance Department on a monthly basis or anytime upon request
- Assist to ensure the department complies with all state and local regulations and requirements for reimbursements of Municipal Road Aid, County Road Aid, Rural Secondary, L.G.E.A., 80/20 Bridge Funding and other programs
- Provide required services for visitors to the office
- Maintain records of permits & fees for permits
- Advise local personnel in regard to county policy and procedures as appropriate
- Ensure all office equipment is in working order and request necessary maintenance
- Maintain and update monthly claims
- Maintain files, office correspondence and documents
- Maintain office equipment and vehicle inventories
- Place outgoing telephone calls in support of office activities
- Prepare monthly, annual and specialized reports as required
- Respond to incoming telephone calls and provide information

- Keep daily employee attendance records and prepare payroll information
- Keep data, size and amount of materials used on each road daily
- Prepare and process employees' injury reports and accidents involving county-owned vehicles
- Open and close office when supervisors are unable
- Perform related tasks as required
- Prepares and submits monthly report regarding the operational and financial activity of the Road Department

Minor Essential Duties

- Order and receive office supplies
- Prepare the mail daily
- Maintain a department calendar

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in use of computers, standard office machines and standard communication devices
- Working knowledge of county government preferred
- Experience in accounting or office procedures and practices or willingness to learn the procedures and practices

Language Skills

- Ability to respond to inquiries and/ or complaints from employees, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Respond to sensitive inquiries

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals

Reasoning Ability

- Defines problems, collects data, establishes facts and draw valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Valid Kentucky Driver's License

Other Knowledge and/or Skills

- Exercise mature judgment, courtesy and tact in dealing with public, elected officials and government employees on the telephone or in person

Physical Demands

The physical demands described represent those required to perform successfully 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:

Regularly (over 2/3)	Occasionally (under 1/3)
Sit	Stand or walk
Talk or hear	Reach with hands and arms
Use hands to handle, feel or type	Lift and/or move up to 25 pounds
	Operate a vehicle

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.

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 Statues and any other procedures, rules, regulations and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and free of felony convictions
- Must be 21 years or older

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

Hardin County Government

Job Description

Non-Hazardous

Senior Team Leader **Pay Grade 13**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Exempt	**Reporting Authority:** Assistant Supervisor
Supervisory Responsibility: Sign Installer Operator II, Team Leader Will perform duties of the Assistant Supervisor when absent	

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 and to serve as trainer and mentor to the other team leaders. This position supervises crews of six or greater with specific instructions for unusual and higher difficulty jobs. Incumbent supervises and evaluates all assignments during progress and upon completion.

Major Essential Duties

- Assists in training, mentoring and directing team leaders
- Plans and directs the operation, maintenance and construction activities of the Road Department
- Supervises and coordinates the work of the employees
- Inspects work as to methods employed, quality of work and progress
- Reviews correspondence and reports, investigates and responds to complaints regarding work needed on county roads
- Schedules work projects and prioritizes work to be done
- Supervises the projects of greatest challenge and difficulty

Minor Essential Duties

- May investigate personnel issues
- May assist in preparing annual budget
- Performs other tasks as assigned or required
- Assists with personnel, training and the professional development of other road department employees

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in administration, construction and road maintenance work
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices

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, multiply and divide in all units of measure
- Ability to compute ratio and percent and to draw and interpret graphs
- Ability to estimate quantities of material, equipment and personnel required for projects

Reasoning Ability

- Defines problems, collect data, establishes facts and draws valid conclusions and establish facts
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives department

Certificates, Licenses, Registrations

- Must possess a valid Kentucky driver's license and CDL

Other Knowledge and/or Skills

- Ability to operate construction equipment
- Possess general knowledge of heavy equipment
- Basic knowledge of computers and office equipment
- Understand traffic laws, ordinances and regulations involved in operating equipment
- Ability to give instructions to others and maintain effective working relationships with other employees and supervisors
- 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 represent those required to perform successfully 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)	Occasionally (under 1/3)
Sit	Stand or walk
Talk or hear	Reach with hands and arms
Use hands to handle, feel or type	Use hands to type, handle papers, tools, etc.
Operate a vehicle	

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

Performs duties under adverse weather conditions and in difficult working areas/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.

Comments

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests
- Must adhere to the 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 21 years or older

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.

Approved: December 27, 2019

Harry L. Berry
Hardin County Judge/Executive

Hardin County Government
Job Description

Non-Hazardous

Team Leader **Pay Grade 11**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Non-Exempt	**Reporting Authority:** Senior Team Leader
Supervisory Responsibility: Equipment Operators I-IV and Mechanic	

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. This position supervises crews with specific instructions for unusual jobs. This position evaluates all assignments during progress and upon completion

Major Essential Duties
- Assist the reporting authority
- Plan and direct the operation, maintenance and construction activities of the County Road Department
- Lead and coordinate the work of the employees
- Inspect work as methods employed, quality of work and progress
- Review correspondence and reports, investigate and respond to complaints regarding work needed on county roads
- Schedule work projects and prioritize work to be done

Minor Essential Duties
- Perform manual labor if necessary
- May assist with personnel matters and training of crew members
- May assist in preparing annual budget
- Perform related tasks as required
- Assist with personnel, training and the professional development of other County employees
- Work overtime when necessary

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Through knowledge of various types of construction equipment
- Through knowledge of standard procedure and practices of road maintenance work

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, multiply and divide in all units of measure, using whole numbers common fractions and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

Reasoning Ability

- Defines problems, collects data, establishes facts and draws valid conclusions and establish facts
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Possess a valid Kentucky driver's license and CDL

Other Knowledge and/or Skills

- Possess general knowledge of the operation, maintenance and adaptabilities of road construction equipment
- Understanding of traffic laws, ordinances and regulations involved in operating equipment
- Understanding of the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment
- Ability to give instructions to others and maintain effective working relationships with other employees and supervisors
- Mechanical aptitude and manual dexterity to operate construction equipment
- Basic knowledge of computers and office 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)	Occasionally (under 1/3)
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle papers, tools, etc.
Lift and/or move up to 25 pounds	
Operate a vehicle or heavy equipment	

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 low to moderate

Perform duties under adverse weather conditions and in difficult working areas

Comments

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the County's best interests
- Must adhere to the 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 be 21 years or older
- 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

Hardin County Government

Job Description

Non-Hazardous

GIS/GPS Mapping Operator **Pay Grade 5**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Non-Exempt	**Reporting Authority:** Sign Installer/Operator II
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to perform skilled work in GIS/GPS mapping duties, the operation of sign making, sign installation, and operating equipment at the Hardin County Road Department. This employee will be responsible for the GIS/GPS mapping requirements for the Hardin County Road Department.

Major Essential Duties

- Perform GIS/GPS mapping for the Road Department
- Assist/substitute for the office staff on an as needed basis
- Provides collected GIS/GPS mapping data from the Road Department to the Engineering Department
- Make signs with a computer sign program and occasionally use a computer mapping program
- Make repairs on street signs and markers
- Install traffic counter device on county roads
- Keep daily site and work logs
- Install signpost
- Operate truck for snow removal

Minor Essential Duties

- Facilitate the completion of sign and post installation
- Occasionally help flag for traffic control during different maintenance operations
- Maintain each street marking sign inventory and data
- Account for material, fuel, and mileage of vehicle
- General labor
- Write reports utilizing basic computer and keyboard knowledge
- Operate light equipment

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in GIS/GPS mapping programs preferred
- Some experience in sign making is preferred but not required
- Some experience in performing delegated unsupervised work is preferred
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices

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, multiply and divide in all units of measure

Reasoning Ability

- Defines problems, collect data, and establish facts
- 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
- 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
- Mechanical aptitude and manual dexterity
- Basic computer and keyboard knowledge
- Possess physical strength and agility sufficient to do strenuous laboring tasks under varying, sometimes severe, weather and work conditions
- Ability to perform heavy manual labor for extended periods, often under adverse weather conditions and in difficult working areas
- Ability to operate a small truck
- Ability to work overtime when necessary

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)	Occasionally (under 1/3)
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle papers, tools, etc.
Lift and/or move up to 25 pounds	
Operate a vehicle	

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

Perform heavy manual labor for extended periods, often under adverse weather conditions and in difficult working areas

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 low to moderate

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 submit to and pass a thorough background investigation, which may include the following:
  - Credit history
  - Criminal records
  - Character of the applicant
- 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 not have felony offense conviction or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis) and must remain free from felony convictions
- Must be 18 years of age or older
- Must be a citizen of the United States

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

Hardin County Government
Job Description

Non-Hazardous

Sign Installer / Operator II **Pay Grade 5**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Non-Exempt	**Reporting Authority:** Assistant Supervisor
Supervisory Responsibility: GIS/GPS Mapping Operator	

Job Summary
The purpose of this position is to perform skilled work in the operation of sign making, sign installation, and operating equipment in the Hardin County Road and Maintenance Departments. The employee will make and install road signs and drive a truck occasionally. Work is performed under general supervision while recurring tasks are performed without supervision. Supervisors evaluate all assignments during progress and upon completion

Major Essential Duties
- Make signs with a computer sign program and occasionally use a computer-mapping program
- Make repairs on street signs and markers
- Control sign material and product inventory
- Maintain each street marking sign inventory and data
- Install traffic counter device on county roads
- Occasionally help flag for traffic control during different maintenance operations
- Keep daily site and work logs
- Install signpost
- Operate truck for snow removal

Minor Essential Duties
- Facilitate the completion of sign and post installation
- Account for material, fuel, and mileage of vehicle
- General labor
- Write reports utilizing basic computer and keyboard knowledge
- Operate light equipment

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Some experience in sign making is preferred but not required
- Some experience in performing delegated unsupervised work is preferred
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices

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, multiply and divide in all units of measure

Reasoning Ability

- Defines problems, collect data, and establish facts
- 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
- Must 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
- Mechanical aptitude and manual dexterity
- Basic computer and keyboard knowledge
- Possess physical strength and agility sufficient to do strenuous laboring tasks under varying, sometimes severe, weather and work conditions
- Ability to perform heavy manual labor for extended periods, often under adverse weather conditions and in difficult working areas
- Ability to operate a small truck
- Ability to work overtime when necessary

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)	Occasionally (under 1/3)
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle papers, tools, etc.
Lift and/or move up to 25 pounds	
Operate a vehicle	

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

Perform heavy manual labor for extended periods, often under adverse weather conditions and in difficult working areas

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 by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must be 18 years or older

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

Hardin County Government

Job Description

Non-Hazardous

Equipment Operator IV **Pay Grade 8**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Non-Exempt	**Reporting Authority:** Team Leader
Supervisory Responsibility: 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. Specific instructions may be given for unusual jobs. Supervisors evaluate all assignments during progress and upon completion.

Major Essential Duties

- Must be able to operate all pieces of equipment used by the Road Department, which include but are not limited to dozers, track loaders, wheel type loaders, backhoes, rollers, dump trucks, tractor/trailers, rotary cutters (aka bush hogs), ag/construction tractors, boom-mowers, graders, pavers and highway speed wheeled booms/excavators (aka Gradall)
- Make repairs to existing roadways
- Build new roadways
- Install drainage tiles along roadway
- Slope banks and finish dress projects
- Backfill new bridges
- Install highway signs
- Perform snow and ice removal
- Perform the maintenance and repair of vehicles and equipment
- Maintain right-of-ways along county roads
- Haul rock, blacktop, dirt
-

Minor Essential Duties

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

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices
- Some experience in the operation of heavy equipment

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, using whole numbers common fractions, and decimals
- Ability to compute ratio, and percent and to draw and interpret graphs
- Ability to apply concepts of algebra, geometry, and statistics as needed
- Ability to estimate quantities of material, equipment, and personnel required for projects

Reasoning Ability

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret some technical information and instructions
- Solve practical problems
- Makes decisions which serve the County's best interests

Certificates, Licenses, Registrations

- Possess a valid Kentucky Driver's License and a CDL

Other Knowledge and/or Skills

- Must have extensive knowledge of the operation, maintenance and adaptabilities of the equipment to which assigned
- 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
- Make minor repairs to equipment in the field
- Must be able to work without direct supervision and to relay or give instructions to other employees
- Must possess mechanical aptitude and manual dexterity

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)	Occasionally (under 1/3)
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle official documents, tools, etc.
Lift and/or move up to 25 pounds	
Operate a vehicle or heavy equipment	

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

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 Departments 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 be 18 years or older
- 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

Hardin County Government
Job Description

Non-Hazardous

Equipment Operator III **Pay Grade 6**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Non-Exempt	**Reporting Authority:** Team Leader
Supervisory Responsibility: 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. Specific instructions may be given for unusual jobs. The Reporting Authority will evaluate all assignments during progress and upon completion.

Major Essential Duties
- Operate various equipment such as dozers, track loaders, wheel type loaders, backhoes, rollers, dump trucks, tractors/trailers, rotary cutters (aka bush hogs), ag/construction tractors, boom-mowers, graders, and pavers
- Make repairs to existing roadways
- Build new roadways
- Install drainage tiles along roadway
- Slope banks and finish dress projects
- Backfill new bridges
- Install highway signs
- Perform snow and ice removal
- Perform the maintenance and repair of vehicles and equipment
- Maintain right-of-ways along county roads
- Haul rock, blacktop, dirt, and refuse or debris

Minor Essential Duties
- Facilitate the completion of construction projects
- Account for materials and equipment used or consumed in said projects, facilities maintenance and equipment maintenance
- Perform general labor, equipment operation, shop clean up and equipment repair

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices
- Some experience in the operation of heavy equipment

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, using whole numbers common fractions, and decimals
- Ability to compute ratio, and percent and to draw and interpret graphs
- Ability to apply concepts of algebra, geometry, and statistics as needed
- Ability to estimate quantities of material, equipment, and personnel required for projects

Reasoning Ability

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret some technical information and instructions
- Solve practical problems
- Makes decisions which serve the County's best interests

Certificates, Licenses, Registrations

- Possess a valid Kentucky Driver's License and a CDL

Other Knowledge and/or Skills

- Must have extensive knowledge of the operation, maintenance and adaptabilities of the equipment to which assigned
- 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
- Make minor repairs to equipment in the field
- Must be able to work without direct supervision and to relay or give instructions to other employees
- Must possess mechanical aptitude and manual dexterity

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)	Occasionally (under 1/3)
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle paper, tools etc.
Lift and/or move up to 25 pounds	
Operate a vehicle or heavy equipment	

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

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 Departments 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 be 18 years or older
- 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

Hardin County Government
Job Description

Non-Hazardous

Equipment Operator II **Pay Grade 5**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Non-Exempt	**Reporting Authority:** Team Leader
Supervisory Responsibility: 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 various equipment such as a track loader, wheel-type loader, backhoe, roller, dump truck, tractor and trailer, tractor and bush-hog, tractor, boom and grader
- Make repairs to existing roadways
- Build new roadways
- Install drainage tiles along roadway
- Slope banks and finish dress projects
- Backfill new bridges
- Install highway signs
- Perform snow and ice removal
- Perform the maintenance and repair of vehicles and equipment
- Maintain Rights-Of-Way along county roads
- Haul rock, blacktop, dirt

Minor Essential Duties
- Facilitate the completion of construction projects
- Account for materials and equipment used or consumed in said projects
- Facilitate general and equipment maintenance. This may include general labor, equipment operation, shop clean up, equipment repair

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices
- Some experience in performing heavy manual labor is desired but not required
- Some experience in performing delegated unsupervised work

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

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret technical information and instructions
- Ability to solve practical problems
- 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

- Extensive knowledge of the operation, maintenance and adaptabilities of the equipment to which assigned
- 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
- Must be able to make minor repairs to equipment in the field

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)	Occasionally (under 1/3)
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle papers, tools, etc.
Lift and/or move up to 25 pounds	
Operate a vehicle or heavy equipment	

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

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's 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
- Possess mechanical aptitude and manual dexterity
- Must be 18 years or older

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

Hardin County Government

Job Description

Non-Hazardous

Mechanic **Pay Grade 6**

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

Job Summary

The purpose of the position is to perform skilled work in the maintenance of gasoline and diesel powered automotive and construction equipment. This position performs mechanical repair and maintenance of automobiles, trucks, tractors, bulldozers, graders and other standard and specialized automobiles and construction equipment

Major Essential Duties

- Perform general overhaul and repair work on light and heavy trucks, gasoline and diesel motors and all county equipment
- Inspect, adjust, repair, recondition and replace necessary units and related parts
- Perform related tasks as required

Minor Essential Duties

- Work overtime when necessary

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in mechanical and road maintenance equipment
- Thorough knowledge of various types of equipment

Language Skills

- Ability to communicate effectively in English both orally and 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, 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

- Possess a valid Kentucky driver's license and CDL

Other Knowledge and/or Skills

- Possess general knowledge of standard practices and equipment of the automotive mechanic trade
- Understand the principles of operation of gasoline and diesel engines
- Possess knowledge to perform major repairs on heavy trucks and construction equipment

Physical Demands

The physical demands described represent 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)	Occasionally (under 1/3)
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle papers, tools, etc.
Lift and/or move up to 25 pounds	
Operate a vehicle	

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

Perform heavy manual labor, if necessary, under adverse weather conditions and in difficult working areas

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 free of felony convictions
- Must be 18 years or older

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

Hardin County Government

Job Description

Non Hazardous

Laborer/Equipment Operator I **Pay Grade 3**

STATUS	
Date: December 27, 2019	**Department:** Road
FLSA Status: Non-Exempt	**Reporting Authority:** Team Leader
Supervisory Responsibility: 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)	Occasionally (under 1/3)
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle papers, tools etc.
Lift and/or move up to 25 pounds	
Operate a vehicle or heavy equipment	

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

Hardin County Government
Job Description

Non-Participating

Laborer/Seasonal Worker **Pay Grade 3**

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

Job Summary
The purpose of this position 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

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

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

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)	Occasionally (under 1/3)
Stand or walk	Reach with hands and arms
Talk or hear	Use hands to type, handle papers, tools, etc.
Lift and/or move up to 25 pounds	
Operate a vehicle	

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

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 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 adhere to the policy that this job is not expected to exceed longer than 9 weeks
- 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

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