

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2023-185**

BE IT RESOLVED, upon recommendation of Judge/Executive Keith L. Taul, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job descriptions within the Road Department:

1. Laborer- Student

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 29 August 2023.



Keith L. Taul
Hardin County Judge/Executive

ATTEST.



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Non Hazardous

Laborer – Student

Pay Grade 3

STATUS	
Date: August 29, 2023	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 at the Hardin County Road 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

- 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

- Designed for students interested in the construction/maintenance

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

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 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: August 29, 2023



Keith L Taul
Hardin County Judge/Executive