

The Henry County Highway Department has openings for the position of part-time laborers. This is a part-time position that works up to 28 hours, per week. This position pays an hourly rate of \$14.42.

Incumbent serves as Laborer for the Highway Department, responsible for the maintenance and repair of County roads, rights-of-way and Department buildings and grounds. An attached job description gives more information on the duties, skills, and expectations for this position.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants are to submit a general application for the part-time position of Laborer. Please submit the application, attached, can be sent via USPS or hand delivered to the Highway Department, 202 W CR 50 N, New Castle, IN 47362. Additionally, applications can be submitted via email to mlanders@henrycounty.in.gov, with "Part-Time Laborer Applicant" within the subject line. Submission and receipt of applications will be taken until December 2, 2022. The same information posted above can be found on the Henry County Webpage, www.henryco.net.

Henry County Government is an Equal Opportunity Employment Employer

Working knowledge of and ability to make practical application of Department safety policies and procedures, and ability to properly operate a variety of trucks, equipment, hand and power tools, including dump truck, snow plow, front-end loader, chain saw, chipper, hole patcher, welder and impact wrench.

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Ability to physically perform assigned duties, including driving, close and far vision, hearing, standing/walking for long periods, moderate to heavy lifting, carrying and pushing/pulling objects, reaching, bending, grasping and fingering objects.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to understand and follow written and oral instructions and complete required paperwork.

Ability to read and interpret technical manuals, instruments, gauges and dials.

Ability to effectively communicate with co-workers, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town, but not overnight.

Ability to regularly serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Commercial Driver's License and demonstrated safe driving record preferred.

II. RESPONSIBILITY:

Incumbent works according to a flexible customary routine with specific duties and priorities determined by supervisor. Incumbent refers to supervisor when deviations from prior instruction are required and for any unusual or unprecedented situations. Incumbent's work is reviewed through random checks at critical phases and upon completion of specific duties. Errors in work are usually prevented through standard safety procedures and are detected through supervisory review and notification from the public. Undetected errors may result in damage to equipment, property and/or endangerment to self or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers and periodically local utility companies and the general public for the purpose of exchanging factual information.

Incumbent reports directly to Superintendent.

IV. PHYSICAL EFFORT:

Incumbent's duties involve continuous physical exertion, such as driving and/or sitting for long periods, far and close vision, hearing, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, reaching, bending, handling/grasping and fingering objects.

V. WORK ENVIRONMENT:

Incumbent performs a majority of duties in heavy equipment and outdoors and is frequently exposed to normal hazards associated with maintaining roads and rights-of-way, such as machinery, traffic,

noise, grease, dirt, dust, vehicle fumes, extreme temperatures and inclement weather. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended, evening and/or weekend hours, and regularly serves on 24-hour call for emergency situations.

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APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Laborer in the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No_ _

Applicant/Employee signature

Date

