

**POSITION DESCRIPTION  
COUNTY OF HENRY, INDIANA**

**POSITION:** Truck Driver  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** November 1988  
**DATE REVISED:** October 2018

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Truck Driver for the Highway Department, responsible for driving various trucks and equipment in clearing and maintaining County roads and rights-of-way.

**DUTIES:**

Operates various trucks and equipment in clearing and maintaining County roads and rights-of-way, such as dump truck, snow plow, front end loader, and various other equipment for the repair of road and County owned property.

Operates multiple and single axle trucks to pull trailers, remove snow, haul, dump and spread various materials, such as stone, asphalt, dirt, salt and sand.

Installs/removes permanent and emergency road signs, and installs pavement and railroad crossing markings.

Performs preventive maintenance on trucks and equipment, such as washing, maintaining fluid levels, lubricating, and records on maintenance log as required.

Shovels and rakes sand, salt, hot and cold mix and other aggregates from trucks in clearing snow and ice, repairing roads and pipe and other types of road work

Patches, chips and seals roads, lays asphalt, scrapes grades, maintains road shoulders and digs ditches with heavy equipment.

Operates chain saws, mowers, bush hog and chipper in removing weeds, brush and storm-damaged trees from rights-of-way, including clearing road sides, culverts, guard rails and bridges.

Performs duties as Laborer and other department personnel, such as lifting/loading pipes and guard rails, shoveling and spreading materials and picking up trash.

Serves on 24-hour call for emergency situations.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or GED preferred.

Must be at least 18 years of age.

Must possess a valid Commercial Driver's License and demonstrated safe driving record.

Ability to meet all Department hiring and retention requirements, including passage of drug test.

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, tractor, bush hog, chain saw, hammers, drills, power saw, post hole digger, post driver, and various hand tools.

Ability to physically perform assigned duties, including close vision, hearing, sitting/standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, 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.

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

## **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.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Truck Driver for 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

\_\_\_\_\_  
Print/Type Name