

JEFFERSON COUNTY HIGHWAY DEPARTMENT

750 OLD FAIRFIELD ROAD

MT. VERNON, IL 62864

JOB DESCRIPTION

Approved: _____
Job Title: Laborer 1
Position Type: Seasonal Full-Time
Department: Jefferson County Highway Department
Reports to: Road Foreman
Hours of Work: 7:00 a.m. to 3:30 p.m., Monday through Friday
Thirty (30) minute lunch period

Summary

This position is responsible for the operation of the Department's highway maintenance trucks used to plow snow and haul various road maintenance materials, as well as the operation and daily maintenance of light equipment, and hand labor required on various highway maintenance work crews. This position works under the direct supervision of the Road Foreman or Work Crew Supervisor. This position performs the labor related to all aspects of the construction, repair, and maintenance of the roads, bridges, and right-of-ways, all aspects of grounds and building maintenance, safety, and security.

Supervision Excercised

None

Education and/or Experience

- High School diploma or equivalent with prior work experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must possess valid Illinois Commercial Driver's driver's license with no restrictions (does not include vision correction)
- Ability to obtain and Herbicide Applicator's Spray License within six months of hire
- Ability to obtain Flagger Training within 6 months of hire

Language Skills

Ability to speak and relate to the public. Ability to effectively inform the Road Foreman of field operations.

Residency Requirements

Residency within the limits of Jefferson County is required for all county employees.

Responsibilities

- (1) Must be able to operate highway department equipment as directed by the Road Foreman.
- (2) Must have CDL license.

- (3) The ability to work in adverse conditions as needed.
- (4) The ability to carry up to 50 pounds.
- (5) This position involves standing, walking, and general mobility to perform the duties of the position.
- (6) Ability to operate effectively end-loader, dump trucks, and any other equipment as directed by the Road Foreman.
- (7) Have general knowledge of quantity and location of inventory for various maintenance needs, including stockpiles, salt, pipe, BAM, etc.
- (8) Must have the ability to achieve goals individually or as a team.
- (9) Must be able to effectively relate to the Mechanic any equipment problems.
- (10) Janitorial and cleaning duties such as sweeping, handling garbage, cleaning shop areas, cleaning break rooms, cleaning bathrooms, etc.
- (11) Must be available to respond to emergency call outs related to but not limited to; storms, snow removal, flooding, road closures or any adverse conditions affecting any county operated road or the citizens of Jefferson County.