

TALLADEGA COUNTY COMMISSION



POSITION: PUBLIC SERVICE WORKER I
DEPARTMENT: Talladega County Highway Department
ENTRY LEVEL: G/ 1 (\$10.99 per hour)
FLSA: Non- Exempt

OVERVIEW:

Operates commercial trucks, rollers, bush hogs and loaders safely and effectively and any other various types of heavy/light equipment contributing to the operation of the Highway Department. Performs maintenance inspections on assigned equipment and may assist mechanic with repairs. Performs routine manual labor as required. Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

ESSENTIAL DUTIES:

Under the supervision of a Highway Supervisor (or designee) performs the following duties:

- Operates commercial trucks, rollers, bush hogs, and loaders safely and effectively
- Trains on other equipment when given the opportunity
- Maintains responsibility for an assigned piece of equipment, including pre-start-up inspections, maintaining awareness of all activities around the equipment and practicing defensive driving when in pedestrian and vehicle traffic
- Perform duties associated with natural disasters, other emergencies and daily maintenance activities
- Drive all single and tandem axle trucks within the county engaged in hauling materials, supplies and refuse
- Perform road construction, maintenance and repair functions, including raking asphalt to provide even thickness, tamping and finishing, paving holes with asphalt, runs rollers, spreads and tamps gravel, operates mowers, operates air hammers, mud jacks and related equipment
- Load and unload trucks and other related motorized equipment as necessary including skid loaders, mixers, tractors and bush hogs, etc
- Cut brush and clear right-of-ways
- Haul dirt for road construction
- Perform mason work, must be able to provide need information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions
- Communicates and coordinates regularly with appropriate others, to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Responds to directives given by supervisors in a timely manner with quality results
- Other duties as assigned from time to time

SKILLS AND ABILITIES:

Must have the following:

- Thorough knowledge of road construction, maintenance and repair activities, all equipment and tools used in road maintenance and construction
- Thorough knowledge of all safety procedures and practices as applied to civil construction projects
- Thorough knowledge of Talladega County geography, road and business locations
- Skill in the construction and maintenance of county roads
- Ability to communicate effectively with others both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instruction
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to have integrity, ingenuity and inventiveness in the performance of assigned tasks
- Must physically be able to perform all Essential Job Duties.

MINIMUM QUALIFICATIONS:

- Must have a minimum of two (2) years experience in construction and maintenance
- Possess a valid Class "B" Commercial Driver's License
- Pass a Talladega County Driver's Skills test and a General Knowledge test

SUPERVISORY CONTROLS:

- This position has no supervisory duties
- This position receives supervision from Highway Supervisors, Operations Engineers, and the County Engineer

WORK ENVIRONMENT:

- This work is usually performed outside in nearly all weather conditions. Workers often get dirty, greasy, muddy, or dusty.

REQUIRED PHYSICAL ABILITIES

Must have the following physical abilities, with or without reasonable accommodation:

- Must have a sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand department and safety rules and regulations and work around high traffic areas
- Must have a sufficient vision or other powers of observation which permit the employee to work safely in heavy traffic and heavy equipment operation
- Must have a sufficient manual dexterity which permits the employee to operate hand and power tools and related equipment, dig trenches and lay asphalt

- Must have a sufficient personal mobility and physical reflexes which permits the employee to work in trenches, rough terrain and access construction equipment.

ADA COMPLIANCE:

Talladega County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

DRUG AND ALCOHOL COMPLIANCE:

In accordance of Talladega County’s Substance Abuse Policy of 2012, as amended, all job applicants offered employment will undergo testing for the presences of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **PUBLIC SERVICE WORKER I**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____