

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Summer Help

POSITION NUMBER: **PWX004A**

FLSA STATUS: **N**

POSITION DESCRIPTION

Under general supervision, this position assists road and bridge crews in several different areas and performs duties as assigned.

WORK PERFORMED

- 95% Department Support.** Assists road, bridge, engineering, and/or mechanic’s staff in various duties as required including transporting materials, cleaning equipment and using hand tools in general maintenance work. May operate tractors and mowers. May act as flagperson or drive a pilot vehicle to direct traffic through or around a construction area. May conduct infrastructure facility inventory inspections. May assist with traffic sign repair/replacement.

- 5% Reporting.** Fills out time, labor and equipment sheets.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The care and daily maintenance of equipment including tractors, mowers, and other related tools.

Ability to:

- Work with others in a positive manner.
- Perform manual labor.
- Stand for long periods of time during work hours.
- Understand and carry out oral and written instructions.
- Fill out time, labor and equipment sheets.
- Communicate effectively, both orally and in writing, using the English language.
- Learn how to use various types of equipment/ tools.
- Learn work orders and feature numbers.

Skill in:

- Mowing rights-of-way with a mid-size tractor.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting			X		Around Moving Machinery				X

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ARMS			Carrying	X		Driving Automotive Equipment		X
Reaching		X	Jumping	X		Exposure to Dust, Gases and Fumes		X
Lifting		X	Twisting		X	Cramped Body Position		X
Pushing/Pulling		X	Squatting	X		Sustained Positions		X
Carrying		X	Turning		X	Noise Levels (Excessive)		X
Throwing	X		LEGS/FEET			Electrical Hazards	X	
EYES			Walking		X	Slippery Surfaces	X	
Near Vision		X	Standing		X	Work Above Ground		X
Far Vision		X	Sitting		X	Work Below Ground	X	
Color Vision		X	Carrying		X	Irregular Surfaces		X
VOICE			Climbing		X	Moving Objects		X
Talking		X	Jumping		X	In High Volume Traffic		X
EARS			Turning		X	Exposure to Marked Changes in Temperature and Humidity		
Hearing		X	Lifting		X			

EQUIPMENT USED

Tractors Mowers Weed Eaters Hand Tools

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate if over the age of 18; otherwise, must be at least 17 years of age and attending High School in good standing.

Valid Driver’s License and eligible to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

Six (6) months experience in the operation of a farm tractor.

Experience in construction work.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical/drug screen and a review of driving record.

Required to perform physically strenuous work.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 03/14

Revision History: 05/15