

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Intermittent Summer Help**

**POSITION NUMBER: PWX001A**

**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.



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**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.

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: 02/18