

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Truck Driver  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 6:00 am - 3:30 pm, M-W / 6:00 am - 2:30 pm, Th  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** December 2009

**STATUS:** Full-Time

**DATE REVISED:** January 2024

**FLSA STATUS:** Non-Exempt

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

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

**DUTIES:**

Operates various trucks and heavy equipment in clearing, maintaining and repairing County roads, ditches and rights-of-way, such as backhoe, dump truck, snow plow, salt spreader, loader, bush hog, paver, chipper, gradall, compaction roller, overhead crane, forklift, tractor, bucket truck, road saw, and mowers.

Hauls, dumps and/or spreads blacktop, rock, sand, aggregate, and cinders as required for assigned projects, including road preparation for blacktopping. Maintains road safety in winter months, including plowing snow and applying salt/sand.

Maintains County roads, roadside and rights-of-way, including cutting and removing fallen trees, clearing brush, removing weeds and brush from ditches, bridges, intersections and overpasses, sweeping and clearing excess rock, chipping and sealing surfaces for winter, and patching holes.

Assists in excavating and cleaning ditch/drainage sites and installing culverts along County roads, including grading out ditches and laying rock, lifting/carrying pipes, and pouring/forming concrete.

Operates various power and/or hand tools in performance of duties, such as hammer, screw drivers, wrenches, chain saw, chipper, air nozzle and compressor, gauges, grinder, cutting torch, pressure washer, shovels, rakes and other hand or power tools as required for work assignments.

Assists in maintaining trucks/equipment, including checking fuel, fluid levels, and tires.

Performs flagging/traffic control duties at work sites as necessary.

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Occasionally serves on-call and responds to emergencies from an off-duty status.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all Department hiring requirements, including passage of a medical exam and a drug test.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Working knowledge of assigned Department trucks/heavy equipment and ability to safely load and haul materials, clear winter roads, and complete related maintenance and safety measures.

Ability to operate a range of trucks and heavy equipment in performance of duties, such as backhoe, dump truck, snow plow, salt spreader, loader, bush hog, paver, chipper, gradall, compaction roller, overhead crane, forklift, tractor, bucket truck, road saw, and mowers.

Ability to operate various hand and power tools, such as hammer, screw drivers, wrenches, chain saw, chipper, air nozzle and compressor, gauges, grinder, cutting torch, pressure washer, shovels, rakes and other hand or power tools as required for work assignments.

Ability to physically perform assigned duties, including driving for long periods, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, walking on rough terrain, close/far vision, color/depth perception, hearing sounds, and handling/grasping/fingering objects.

Ability to effectively communicate orally and in writing with co-workers, other County departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/disgruntled persons.

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Ability to understand, memorize, retain, and carry out oral and written instructions.

Ability to apply knowledge of people and locations, make basic arithmetic additions/subtractions, and complete required paperwork, such as daily work reports.

Ability to read and interpret detailed blueprints, technical manuals, instruments, gauges and dials.

Ability to work alone with minimum supervision and with others in a team environment, often at a strenuous pace, and on several tasks at the same time.

Ability to occasionally work extended hours, evenings and/or weekends.

Ability to occasionally serve on-call and respond to emergencies from an off-duty status.

Incumbent shall be in possession of a valid Indiana driver's license and a Commercial Driver's License (CDL) with required endorsements, a demonstrated safe driving record, and shall be insurable to drive assigned vehicles under the County's insurance policy.

## **II. RESPONSIBILITY:**

Incumbent performs specific road maintenance duties with work priorities primarily determined by supervisor. Incumbent follows standard operating procedures and refers to supervisor for 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 primarily detected or prevented through standard safety procedures and prior instructions from supervisor. Undetected errors could result in damage to equipment or property and/or endangerment to self or others.

Incumbent reports directly to Crew Supervisor.

## **III. PHYSICAL EFFORT:**

Incumbent's duties often involve continuous physical exertion, driving for long periods, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, shoveling, raking, bending, crouching/kneeling, reaching, standing/walking for long periods, walking on rough terrain, close/far vision, color/depth perception, handling/grasping/fingering objects, and hearing sounds.

**IV. WORKING CONDITIONS:**

Incumbent performs a majority of duties outdoors and in trucks/heavy equipment and is regularly exposed to normal hazards associated with road maintenance, including heavy machinery, traffic, excessive noise, moving parts, grease, dirt, dust, vehicle fumes, working in confined areas and/or high places, such as bucket trucks, extreme temperatures, wet/icy conditions, 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 or others and protective gear must be worn according to Department policy.

Incumbent occasionally works extended hours, evenings and/or weekends and occasionally responds to emergencies from an off-duty status.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

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 outline?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name