



SHELBY COUNTY  
INDIANA

Shelby County Government  
25 W. Polk Street Rm. 224  
Shelbyville, IN 46176  
[www.co.shelby.in.us](http://www.co.shelby.in.us)

\*Interested applicants may pick up an application at the Highway Garage (1304 N Michigan Road) **or print from our website** and return application to the Highway Garage.

**POSITION:** CDL Truck Drivers

**LOCATION:** County Highway Garage

**NUMBER OF HOURS:** 40 Hours weekly/4-day week in spring/summer,  
5-day week in fall/winter.

**DUTIES:** See job description below.

**REQUIREMENTS:** A current, valid, CDL – (Class B)

**PAY RATE/CLASSIFICATION:** With Class A or Class B CDL - \$22.51 hourly  
\$23.95 hourly at 1-year anniversary date  
Pay increases are given at 1-year, 3-year, 5-year, and 10-years of service.

**BENEFITS:** Medical, Prescription, Free Health Clinic, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and Perf retirement available after applicable waiting periods per plan documents. Vacation, Sick, Personal, Bereavement, and paid Holidays available per county handbook.

**POSITION BEGINS:** To be determined

**APPLICATION DEADLINE:** Open until filled

*All applicants considered for hire must obtain a criminal history background check, pass drug screen, MVR records check and pass CDL physical per requirements. If selected for an interview, additional information will be provided at the time of the interview. EOE*

**POSITION DESCRIPTION IS ON NEXT PAGE**

**POSITION DESCRIPTION  
COUNTY OF SHELBY, INDIANA**

**POSITION:** CDL Truck Driver  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 7:00a.m. - 3:30p.m., M-F. \*4-day work week in spring/summer  
**JOB CATEGORY:** LTC 3

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

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

Incumbent serves as CDL Truck Driver for the Shelby County Highway Department, responsible for driving trucks, and performing physical labor required in maintaining and clearing county roads and right-of-ways keeping them in good condition and safe for traveling motorists.

**ESSENTIAL DUTIES:**

Operates dump trucks for the purpose of hauling a variety of materials such as paving mix/asphalt, stone, sand/salt, and dirt.

Operates trucks/snowplows to maintain county roads in good traveling and safe condition.

Operates a variety of trucks, heavy equipment and machinery, such as: bucket truck, tandem dump truck, bobcat, front-end loader, bush hog, tractor, riding lawn mower, sewer washer, sweeper, stump grinder, chain saws, jack hammer, for the purpose of repairing and maintaining roads, ditches, county right-of-ways, and as assigned and/or based on departmental needs.

Shovels a variety of materials as needed and/or assigned for duties such as, road patching, repairing washouts, putting in culverts, and cleaning up spills.

Removes and clears debris in ditches, by cutting and removing brush, tree limbs/trees, and mowing.

Periodically assists with flagging/traffic control at work sites as assigned and/or as needed.

Checks, and maintains fluid levels in department vehicles/equipment daily. Maintains vehicles and equipment in clean and orderly manner. Reports problem and/or unsafe issues with equipment /vehicles immediately to mechanic or supervisor.

Completes logs on trucks, and on equipment used at job locations.

Serves on 24-hour call for emergency situations as assigned.

Maintains Class A or Class B commercial driver's license with safe driving record.

Performs related and/or other duties as assigned.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Working knowledge and ability to make practical application of department and OSHA safety policies and procedures. Ability to physically perform assigned duties, including driving/sitting for long periods, pushing/pulling objects, reaching, bending, and handling/grasping/fingering objects, and ability to properly operate trucks, equipment, and machinery.

Ability to physically perform assigned duties, including driving/sitting for long periods, pushing/pulling objects, reaching, bending, and handling/grasping/fingering objects.

Ability to work with others effectively in a team environment.

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

Ability to effectively communicate with co-workers and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, department information and records according to State requirements.

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 read/interpret detailed print and count and make simple additions/subtractions.

Ability to occasionally work holidays, extended weekend and/or evening hours, serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid driver's license and able to demonstrate safe driving records; **CDL required** or willingness to obtain class B-CDL within 6 months from date of hire.

## **II. RESPONSIBILITY:**

Incumbent works according to a daily work schedule with priorities determined by seasonal deadlines and the service needs of the public. Incumbents work is reviewed in progress and through random checks. Errors in work are usually prevented through standard safety procedures and prior instructions from supervisor and are detected through supervisory review. Undetected errors may result in loss of property and/or endangerment to self and others.

Incumbent reports directly to assigned Foreman.

## **III. PHYSICAL EFFORT:**

Incumbents duties involve continuous physical exertion, such as driving/sitting for long periods, standing/walking for long periods, pushing/pulling objects, lifting/carrying objects weighing more than 50 pounds, reaching, bending, and handling/grasping/fingering objects. Prolonged intense physical strain is not associated with normal duties.

## **IV. WORKING CONDITIONS:**

Incumbent performs a majority of duties outdoors and in a vehicle and is frequently exposed to hazards such as machinery, traffic, noise, grease, dirt, dust, odors, fumes, extreme temperatures 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 and others.

*The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.*