

Driver/Operator/Laborer

Along with the application and signed job description, a copy of your entire DOT Physical, and a copy of your driver's license must be submitted.

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veterans status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

DATE _____

Position Applying For _____
☐ Full Time ☐ Part Time

Have You Read the Job Description for the Position for Which You are Applying? ☐ Yes ☐ No

Can You Perform All of the Essential Job Duties Required of This Position? ☐ Yes ☐ No

Please State What Accommodation If Any You Believe Will be Required by the County for You to Perform all of the Essential Job Duties Required of This Position. _____

Referred By ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-In ☐ Other

Name _____
Last First Middle

Local Address _____
Number/Street City/State Zip

Legal or Permanent Address if Other Than Above _____
Number/Street City/State Zip

Home Phone _____ Business Phone _____

Are You at Least 18 Years of Age? ☐ Yes ☐ No Social Security No. _____

Are You a Resident of The County? ☐ Yes ☐ No

Have You Ever Been Employed by Wabash County? ☐ Yes ☐ No If Yes, List Below:

From _____ To _____ Position Held _____ Department _____

Reason for Leaving _____

Does the County Employ any of Your Relatives? ☐ Yes ☐ No If Yes, Complete the Section Below

Name	Department	Relationship
_____	_____	_____
_____	_____	_____

On What Day Would You Be Available to Begin Work? _____

If Travel is Included as an Essential Job Duty for this Position, Would You be Available to Travel? ☐ Yes ☐ No

EDUCATION

SCHOOL	NAME/LOCATION	DATES ATTENDED		YEARS		GRADUATED
		FROM	TO	COMPLETED		
High School/GED						<input type="checkbox"/> Yes <input type="checkbox"/> No
College				1 2 3 4		<input type="checkbox"/> Yes <input type="checkbox"/> No
				Major:		
Business/Trade				1 2 3 4		<input type="checkbox"/> Yes <input type="checkbox"/> No
				Course:		
Apprenticeship or				1 2 3 4		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Training				Course:		

List Any Additional Skills _____

Education Licensures _____ State or Province _____ Date Issued _____ License No. _____
(Excludes Drivers License)

Reciprocity _____ Examination _____ Expiration Date _____

Has Your License to Practice in Any Jurisdiction Ever Been Suspended or Revoked? ☐ Yes ☐ No

If so, Give Full Details on a Separate Sheet of Paper

EMPLOYMENT RECORD

(Begin with Last or Current Employer. Use An Additional Sheet of Paper if Required)

May we Contact Your Present Employer? ☐ Yes ☐ No

Name of Employer	Phone	Dates of Employment	
		From	To
Address	Supervisor	Salary	Hours/Week
Description/Duties	Job Title		
	Reason for Leaving		

Name of Employer	Phone	Dates of Employment	
		From	To
Address	Supervisor	Salary	Hours/Week
Description/Duties	Job Title		
	Reason for Leaving		

Name of Employer	Phone	Dates of Employment	
		From	To
Address	Supervisor	Salary	Hours/Week
Description/Duties	Job Title		
	Reason for Leaving		

Have You Ever Been Suspended or Discharged from Any Position? ☐ Yes ☐ No If Yes, Explain _____

Is There Anything Which You Believe Should be Brought to Our Attention and Which You Feel Would Help Qualify You for The Position You Are Applying For? (e.g., Training, Hobbies, Interest, Membership in Civic or Professional Organizations). _____

REFERENCES

List Persons Who Are Familiar With You and Your Qualifications and Background (No Relatives)

	Name	Address/Telephone	Occupation
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY
BEFORE SIGNING BELOW.**

Certificate of Applicant: I hereby certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact herein subjects me to disqualification or dismissal. I further understand that my classification as a permanent employee depends upon successfully performing work assigned me during a probationary period, where applicable.

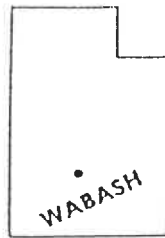
I authorize a release of any records pertaining to my education, employment, and/or personal references to Wabash County.

Signature of Applicant _____ Date _____

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with Wabash County will be based on your merit and fitness and on no other consideration. Wabash County does not discriminate in regard to race, color, national origin, age, religion, sex, handicap, marital status, arrest record or conviction record and is an Equal Opportunity/Affirmative Action Employer.

Wabash County

800 Manchester Avenue
Wabash, Indiana 46992



Highway Department

Phone 260-563-2091

Thank you for your interest in the Wabash County Highway Department. Because of Department of Transportation regulations the following information is being solicited. A Commercial Drivers License is required for full time drivers/operators, therefore:

Do you possess a valid Commercial Drivers License? Yes___ No___

If so, what class_____

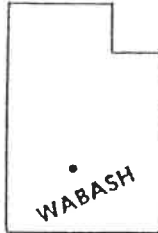
Signature_____

Date_____

Please furnish copy of License and Physical

Wabash County

800 Manchester Avenue
Wabash, Indiana 46992



Highway Department

Phone 260-563-2091

DRIVER-APPLICANT AUTHORIZATION TO RELEASE DRUG AND ALCOHOL TEST INFORMATION

In conformity with sections 382.413, 382.405, and 391.89, of Title 49 of the code of Federal Regulations, I hereby authorize the carriers listed below to furnish to the Wabash County Highway Department the following information concerning drug and alcohol tests, including pre-employment tests, the carriers conducted during the past two (2) years: (I) the dates on which I tested positive for drugs, and the drug(s) involved; (II) The dates on which I tested 0.02 or greater for alcohol and the test result level; (III) The dates on which I refused to be tested for drugs and/or alcohol.

I fully understand that the information I authorize the Wabash County Highway Department to receive involves tests which were required by the Department of Transportation (DOT), and may also include information concerning tests which DOT did not require but which the carriers listed below may have voluntarily conducted under their own authority unless I instruct the carriers in writing not to release information concerning non-DOT tests to the Wabash County Highway Department. If any carrier listed below furnishes the Wabash County Highway Department with information concerning items (I), (II), (III), I also authorize that carrier to release and furnish: (IV) The dates of my negative drug and/or alcohol tests and/or tests with results below 0.02 during the two-year period; and (V) The name and phone number of any substance abuse professional who evaluated me during the past two years.

PLEASE PRINT CLEARLY

Termination Date	Company	City	State	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*(Attach additional form if needed)

By signing below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with knowledge that the information being released could affect my being hired. I further certify that all of the information which I have furnished on this form is true and complete, and that I have listed every company for which I worked as a driver during the past two years, and every company for which I took a pre-employment drug and/or alcohol test during the past two years.

Print name: _____ Signed: _____

Social Security # _____ - _____ - _____ Date: _____

**POSITION DESCRIPTION
COUNTY OF WABASH, INDIANA**

POSITION: Truck Driver/Equipment Operator/Laborer
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. – 3:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: October 2008

STATUS: Full-time

DATES REVISED: August 2019, April 2025

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. Wabash 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/Equipment Operator/Laborer for Wabash County Highway Department, responsible for maintaining county roads, operating heavy equipment, and performing related maintenance and labor duties.

DUTIES:

Operates various trucks and/or heavy equipment in clearing and maintaining County roads and rights-of-way and hauling road materials, including dump and delivery truck, fork lift, back hoe, man lift, sand blaster, pallet jack, test tank, overhead crane, belt sander, mowers, chain saws, asphalt roller, chipper, gradall, grader, power broom, loaders, distributor, pressure washers cutting torch, drill press, grinder, welding equipment, and tractors. Flags traffic as needed.

Operates various hand/power tools, including hammer, screw drivers, wrenches, drills, power saws, air nozzle and compressor, ratchet, files, mop, broom, steam cleaner, driver, shovel, post driver, and gauges.

Loads, hauls, and dumps materials, including, but not limited to, crushed stone, rock, sand, and salt. Removes snow and ice from County roads using appropriate equipment.

Performs culvert maintenance, including cleaning and replacing culverts.

Checks trucks and equipment to ensure proper fluid levels and mechanical functions, including checking tires and lights as needed.

Clears landscaping, brush and tree limbs from County rights-of-way, mows and clears brush from roadside, trims overhanging brush and cuts down trees along roads.

Clears dead animals and debris from roadways.

Highway/truck/equip/laborer

Performs building and ground maintenance, including County building for 4-H as needed.

Installs, replaces, and repairs traffic signs, loads trucks with front-end loaders, and assists co-workers as needed or directed.

Serves on 24-hour call and responds to emergencies from off-duty status.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or HSE.

Must be at least 18 years of age.

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

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

Knowledge of and ability to use and interpret equipment operation manuals, engineering, mechanical terminology and language.

Knowledge of standard English grammar, spelling, punctuation, and ability to prepare field reports and/or various documents.

Knowledge of mechanics of light and heavy equipment and ability to perform preventative maintenance and minor repairs.

Ability to safely operate various trucks and/or heavy equipment, including dump and delivery truck, fork lift, back hoe, man lift, sand blaster, pallet jack, test tank, overhead crane, belt sander, mowers, chain saws, asphalt roller, chipper, gradall, grader, power broom, loaders, distributor, pressure washers cutting torch, drill press, grinder, welding equipment, and tractors.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, including, but not limited to, hammer, screw drivers, wrenches, drills, power saws, air nozzle and compressor, ratchet, files, mop, broom, steam cleaner, driver, shovel, post driver, and gauges.

Ability to physically perform duties, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending at waist, reaching, close/far vision, color/depth perception, handling/grasping objects, and hearing sounds/communication.

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

Shall 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 competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and/or locations, plan and layout assigned work projects, and read and interpret detailed prints, sketches, layouts, and maps.

Ability to compute, perform simple arithmetic calculations, such as completing time sheets, materials needed, and square footage.

Ability to occasionally work extended, evening, and/or weekend hours and occasionally travel out of town for training, but not overnight. Ability to serve on 24-hour call and respond to emergencies from off-duty status.

Possession of a valid driver's license, a Commercial Driver's License (CDL) class B with airbrakes, and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent works according to daily work schedule determined by supervisor and/or flexible, customary routine, with work periodically reviewed in progress and upon completion of specific duties. Incumbent refers to supervisor for unusual situations, such as road distortions and conditions effecting public safety.

Incumbent reports directly to Highway Supervisor.

III. PHYSICAL EFFORT:

Incumbent performs duties which require moderate physical exertion, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, driving, keyboarding, pushing/pulling objects, crouching/kneeling, bending at waist, reaching, close/far vision, color/depth perception, handling/grasping objects, and hearing sounds/communication.

IV. WORKING CONDITIONS:

Incumbent performs the majority of duties outdoors and/or in a truck or heavy equipment and is frequently exposed to normal hazards associated with maintaining roads, including machinery, traffic, noise, grease, dirt, dust, vehicle fumes, extreme temperatures, icy and wet surroundings, and inclement weather. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing such as, hats, gloves, and ear protection. Incumbent may be exposed to violent/irate individuals.

Incumbent may be required to serve on 24-hour call and respond to emergencies from off-duty status. Incumbent is occasionally required to work extended, evening, and/or weekend hours and occasionally travel out of town for training, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Truck Driver/Equipment Operator/Laborer for the Wabash County 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 outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

highway/truck/equip/laborer