

DAVIESS COUNTY FISCAL COURT
Job Description

Job Title: Service Technician

Department: Public Works/Road

Reports To: Road Supervisor/Construction Foreman

FLSA Status: Non-Exempt

Prepared Date: February 2008, September 2013 removed CDL requirement

Summary: Operation of vehicles and performance of all necessary tasks related to road maintenance or rehabilitation projects.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Inspects and assesses vehicle daily for safety and maintenance before operation.

Transports construction and/or maintenance materials and supplies.

Loads and unloads construction and maintenance materials and/or supplies from the truck.

Performs necessary functions in rehabilitation, maintenance and construction of roads, streets, and related facilities.

Performs operation and maintenance of power and hand equipment.

Performs snow and ice removal.

Performs other general labor tasks as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED). Three to six months related experience and/or training required.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to interpret a variety of instructions furnished in

written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations: Commercial Driver's License, Class A within six (6) months of hire; Valid Driver's License.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel, climb or balance; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and depth perception.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is frequently exposed to moving mechanical parts, risk of electrical shock, and vibration. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually loud.