

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Mower
DEPARTMENT: Highway
WORK SCHEDULE: 6:00 a.m. – 4:30 p.m., M-TH
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: June 2021
DATE REVISED:

STATUS: Seasonal
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. Perry 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 Mower for the Perry County Highway Department, responsible for maintaining roadways and adjacent areas and operating equipment.

DUTIES:

Maintains roadways and adjacent areas including, mowing grass, cutting trees, and removing weeds and brush.

Operates various equipment in performance of duties, following safety procedures.

Maintains department equipment, including greasing tractor and mower and changing blades.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 years old.

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

Working knowledge of assigned Department equipment with ability to maintain roads and highways, complete related maintenance, and follow safety measures.

Working knowledge of standard English grammar, spelling, and punctuation.

Ability to physically perform assigned duties, including sitting/walking at will, sitting for long periods, driving, lifting/ carrying/pushing/pulling objects weighing under 25 pounds, handling/grasping objects, bending/reaching, close/far vision, depth perception, hearing sounds/ communication, and speaking clearly.

Ability to operate hand/power tools and equipment, including screw drivers, wrenches, tractor, and bush hog.

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

Ability to work alone with minimum supervision and with others in a team environment.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties with work priorities and schedules primarily determined by a supervisor. Incumbent follows standard operating procedures or policy and procedural manuals. Incumbent must have their supervisor's permission to deviate from standard operating procedures. Incumbent has some flexibility in the job.

Incumbent reports directly to Foreman.

III. PHYSICAL EFFORT:

Incumbent's duties involve sitting/walking at will, sitting for long periods, driving, lifting/ carrying/pushing/pulling objects weighing under 25 pounds, handling/grasping/fingering objects, bending/reaching, close/far vision, depth perception, hearing sounds/ communication, and speaking clearly. Strain is not prolonged and effort is extended for short periods of time, usually in connection with mowing.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties outdoors or in vehicles/heavy equipment, including exposure to extreme temperatures and noisy environments. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Mower for the Perry 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 as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name