



## **VACANCY**

\*Internal applicants must let Ben Taylor or Todd Johns know of your interest (**in person**) by Thursday, May 29<sup>th</sup> at 12 noon.

\*External applicants submit an application to the Highway Garage at 1304 N. Michigan Road. (Applications can be printed from our website or picked up at the garage.)

### **Internal and External posting**

**DATE:** May 16, 2025

**POSITION:** Foreman/Equipment Operator

**DEPARTMENT:** Highway

**HOURS:** 40 hours

**DUTIES:** See position description below

**REQUIREMENTS:** See position description below

**PAY RATE/CLASSIFICATION:** \$25.17 hourly - LTC 1

**BENEFITS:** Medical, Prescription, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and PERF retirement will be available after applicable waiting periods per plan documents. Aflac voluntary benefits are also available. Vacation, Sick, Personal, Bereavement, Holidays, and New Parent Leave, per county handbook.

**POSITION BEGINS:** To be determined.

**INTERNAL DEADLINE:** Thursday, May 29<sup>th</sup> at 12 noon

**EXTERNAL DEADLINE:** Open until filled

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

**POSITION DESCRIPTION IS ON THE NEXT PAGE**

**POSITION DESCRIPTION  
COUNTY OF SHELBY, INDIANA**

**POSITION:** Foreman/Equipment Operator  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 7:00a.m.-3:30p.m., Monday-Friday Fall/Winter  
6:00a.m.-4:30p.m., Monday-Thursday Spring/Summer  
**JOB CATEGORY:** LTC 1

**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 Foreman/Equipment Operator for the Shelby County Highway Department, responsible for operating heavy equipment and supervising operations of assigned crew.

**ESSENTIAL DUTIES:**

Performs duties with and supervises assigned crews, including tree and brush crew, guardrail crew, chip and seal crew, road crew, paving crew, snow removal crew, and jet rodding crew to effectively maintain, improve, and provide safe county roads and right-of-ways.

Establishes and delegates work assignments for assigned crews and may be involved in hiring recommendations as needed.

Performs duties of Truck Driver and Heavy Equipment Operator, removing obstructions from county roadways as needed.

Performs duties of Superintendent and Assistant Superintendent in their absence.

Completes daily worksheet, logging daily locations, and number/assignment of truck.

Responds to emergency calls, such as fallen trees, and oil spills.

Locates problem road areas and determines route to destination by addresses, road names/numbers, and reading maps.

Commercial driver's license required, Class A or B

Performs related and/or other duties as assigned.

Serves on 24 hour call for emergency situations.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Ability to meet all department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Thorough knowledge of various federal, state, and local funding sources and related rules and regulations regarding road construction and maintenance.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare detailed activity reports as required.

Ability to supervise operations of assigned crews, assigning daily work schedules and making hiring recommendations.

Ability to properly operate a variety of standard office equipment, including computer, printer, telephone, typewriter, and calculator.

Ability to perform duties of Truck Driver, Heavy Equipment Operator, Superintendent, and Assistant Superintendent as required.

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

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 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, personal conduct.

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

Ability to occasionally work extended, evening, and weekend hours, and travel out of town, sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally, and decisively to emergencies as needed.

Possession of a valid driver's license and able to demonstrate safe driving records; CDL Class B required. Prefer Class "A" and must have at least 2 years of safe driving experience.

## **II. RESPONSIBILITY:**

Incumbents operation of equipment requires relatively complex application of work techniques.

Moderate care is required to protect equipment from damage or avoiding injury to self and others. Safety precautions must be followed at all times.

Incumbent reports directly to Assistant Superintendent.

## **III. PHYSICAL EFFORT:**

Incumbents duties involve continuous physical exertion, such as driving/sitting for long periods,

standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, shoveling raking, pushing/pulling objects, reaching, bending, and handling/grasping/fingering objects. Prolonged intense physical strain is not associated with normal duties. Seasonal responsibilities require prolonged intense physical strain and exposure to hazardous materials.

#### **IV. WORKING CONDITIONS:**

Incumbent performs a majority of duties in a garage/shop, outdoors, and in a vehicle, and is subject to varying weather conditions, such as exposure to dirt, grease, and noise. Machine cab provides moderate protection from exposure to environmental conditions. Dangers are present from sloping terrain and moving parts where injury could result from equipment overturning or malfunctioning. Incumbent occasionally works extended, evening, and weekend hours, and travels out of town, sometimes overnight, and serves on 24-hour call and respond swiftly, rationally, and decisively to emergencies as needed.

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