



VACANCY

*Internal applicants must let Ben Taylor or Todd Johns know of your interest (**in person**) by Thursday, May 29th 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 16th, 2025

POSITION: Mechanic/CDL Truck Driver

DEPARTMENT: Highway

HOURS: 40 hours

DUTIES: See position description below

REQUIREMENTS: See position description below

PAY RATE/CLASSIFICATION: \$23.44 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 29th 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: Mechanic/CDL Truck Driver
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 2

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 Mechanic/CDL Truck Driver for the Highway Department, responsible for maintaining vehicles and equipment, driving and operating distributor truck and performing other departmental related duties as needed.

ESSENTIAL DUTIES:

Services and performs repairs on department vehicles and equipment, such as tune-ups, repairing and installing lights/wiring and hydraulics, washing, maintaining fluid levels, lubricating, changing tires, and fluids.

Repairs and/or services vehicles and equipment based on schedule and importance.

Designs, fabricates, and installs tools, parts, and added features, involving welding, brazing, torch cutting, wiring, machining, and spray painting.

Maintains cleanliness of shop area, including sweeping/mopping floors, removing trash and debris, and maintaining organized, orderly storage of tools, parts, and equipment.

Operates and drives distributor truck for chip, seal, and paving. May act as Paving Foreman as needed.

Performs the duties of a Truck Driver and Dispatcher as needed.

Serves on 24-hour call for emergencies.

Performs related and/or other duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Ability to comply with all employer and department hiring requirements, including passage of drug and physical tests.

Working knowledge and/or previous training in mechanical, electrical, hydraulics, pneumatics, diesel, and gas engines.

Working knowledge and ability to make practical application of shop mathematics, computer, metallurgy, and diesel diagnostics.

Knowledge of basic filing systems and ability to keep accurate records.

Working knowledge and ability to make practical application of Department safety and OSHA safety policies and procedures.

Ability to operate a variety of trucks, heavy equipment, hand and power tools, such as dump truck, distributor truck, bucket truck, snowplow, salt/sand spreader, front-end loader, tractor, power saws, air hammer, welding and cutting equipment, sander, grinder, tap/die sets, drill press, and drills.

Ability to physically perform assigned tasks.

Ability to work with others in a team environment.

Ability to understand and follow written procedures and oral instructions, and present findings in oral or written form.

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

Ability to provide public access while maintaining 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 occasionally work holidays, extended weekend and/or evening hours, serve on a 7 day rotational cycle and respond swiftly, rationally and decisively to emergency situations.

Ability to provide own tools.

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

II. RESPONSIBILITY:

Incumbent's daily work schedules are primarily determined by supervisor. Incumbent's work is reviewed for progress. Assignments are guided by broad policies and/or general objectives.

Incumbent refers to supervisor when interpretations of departmental policies, programs, expenditures, are thought necessary. Incumbent has a high degree of flexibility in the job. Errors in work are usually prevented through referencing technical manuals/specifications. Undetected errors may result in loss of property and/or endangerment to self and others. Incumbent reports directly to the Chief Mechanic or designee.

III. PHYSICAL EFFORT:

Incumbent's 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.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties in a garage/shop, outdoors, and in a vehicle, and is frequently exposed to normal hazards associated with maintaining the shop, vehicles, and equipment, and maintaining roads such as traffic, noise, grease, dirt, dust, vehicle 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.

Incumbent occasionally works holidays, extended evening and/or weekend hours, and serves on call for emergency situations as assigned.

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