



"PLEASE DRIVE SAFELY"

LASALLE COUNTY HIGHWAY DEPARTMENT

LAWRENCE J. KINZER, COUNTY ENGINEER

1400 N. 27TH ROAD - P.O. BOX 128 - OTTAWA, ILLINOIS 61350

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JOB POSTING: NOTICE OF VACANCY

It is the intention of the LaSalle County Highway Department to fill one or more vacancies in the following job classification:

Classification: Routeman

Location: LaSalle County

Department: LaSalle County Highway Department
1400 N. 27th Road
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 7:00 am to 3:30 pm Monday – Friday

Hours and report in location may vary based upon operational needs. Provisions of the Federal Fair Labor Standards Act apply to defining time worked in order to assess overtime compensation for this position. However the first eight hours of each day worked and the first 40 hours worked of each work week will be paid at straight time.

Wage: \$20.25 per hour

See Job Description for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the County application and returning it to:

LaSalle County Highway Department
PO Box 128
Ottawa, IL 61350

The deadline for submitting applications is the close of business on 8-10-2018. No applications will be accepted after this time.

LaSalle County

Job Description



Job title: Routeman

Work Location: LaSalle County Highway

Division/Department: Highway Department

Reports to: County Engineer

Employment Classifications:

Full-time Part-time

Exempt Nonexempt

Salaried Hourly

Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

Responsible for maintenance activities on roadways located within the County both rural and municipal.

- Responsible for assigned highway maintenance route for maintenance work and inspection.
- Preparation of and repair of roads under County jurisdiction.
- Patch potholes, crack filling, Durapatch, pavement marking installation/replacement
- Operate machinery to dig up holes, pour concrete and smooth out
- Repair detached or dented guardrails
- Set up cones and signs to alert motorists; flag during construction activities
- Clear off debris, including trees and brush
- Mowing roadsides as well as brush and tree cutting/removal to maintain roadways
- Operate heavy-duty trucks and light construction equipment, including: wheel loaders, forklift, paint machine, saws, jumping jacks, air hammers/compressors, hydraulic augers, cutting torches, crack fill machine, Durapatcher
- Responsible for assigned Snow Removal Route for plowing snow, salting roads.
- Assigned and accountable for operating snow plow equipment inclusive of a tandem axle truck with a snowplow, auger spreader, bottom scraper, and wing plow.
- Responsible for general servicing of assigned vehicles, light repairs, completing a daily pre-trip inspection, maintaining the assigned vehicle and keeping it clean.
- Capable of completing the service tasks such as oil changes, greasing, filter changes, fueling, etc.
- Must become Forklift Operator Certified within 8 weeks of employment; training provided on-site.
- Participate in training courses deemed necessary by the department.
- Accountable for adhering to all safety policies and practices as outlined in the following:
 - LaSalle County Safety Policy Manual, Forklift Safety/training, Hazardous Communication, Lockout/Tagout, Respiratory Protection, Confined Space, Trenching/Shoring, and Herbicide Training.
- Perform related duties as assigned by supervisor

Education and/or Work Experience Requirements:

- Three to Five years practical experience in highway maintenance work and operating heavy equipment, preferred.
- High School Diploma, preferred.
- Valid Commercial Driver's License, Class A w/combination Vehicle and Air Brake endorsements, required.
- Must be able to trouble shoot problems when working with a variety of different types of machinery and equipment.
- Mechanical knowledge necessary.
- Flexibility to environmental elements, as the position requires indoor and outdoor work.
- Capability and understanding that work requires physical exertion.
- Ability to follow direction and work independently

Date Revised: 11/14/17 Approvals: L Kinzer

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.

Requires standing/walking (6-8hrs), sitting (3-5 hrs). This position experiences frequent bending, twisting, squatting, climbing and reaching movements. **Defined Very Heavy Work** - Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force. The worker is required to have visual acuity to operate light duty construction equipment and motor vehicles and/or heavy equipment.

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.

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to varying temperatures. This position may be subject to hazards such as moving mechanical parts, atmospheric conditions, working near moving motor vehicles/traffic. The worker is subject to noise; sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: