

**POSITION DESCRIPTION  
CITY OF GREENFIELD, INDIANA**

**POSITION:**                    **Apprentice Road Builder**  
**DEPARTMENT:**           **Street**  
**WORK SCHEDULE:**       **8:00 a.m. - 4:00 p.m., M-F**  
**JOB CATEGORY:**         **LTC (Labor, Trades and Crafts)**

**DATE WRITTEN:** February 2000  
**DATE REVISED:** December 2016

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees 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 Apprentice Road Builder for the Street Department responsible for driving/operating various trucks and equipment in clearing and maintaining city streets and rights-of-way, Cemetery grounds.

**DUTIES:**

Operates various trucks and equipment clearing and maintaining city streets and rights-of-way as assigned, such as dump truck, backhoe, grader, snow plow, salt spreader, front-end loader, bush hog, compaction roller, riding mower, push mower, snow blower, tractor, floor stripper/buffer, post driver, bucket truck, and street sweeper.

Operates chain and hydraulic saws, riding and push mowers, bush hog, trimmers, chemical sprayer, and chipper in removing weeds, brush and storm-damaged trees from city properties, rights-of-way and catch basins. Walks along road sides and picks up trash. Operates leaf machine annually in providing leaf pick-up service.

Periodically repairs streets, including operating jack hammer, breaking, loading and hauling old concrete, operating patching machines, occasionally shoveling and spreading road patching materials and sealing cracks.

Periodically assists with flagging/traffic control at work sites as assigned.

Periodically assists in maintaining equipment, using hand tools to adjust and replace parts as needed, ensuring proper fluid levels, changing filters, and reading and updating technical manuals. Orders parts as needed. Periodically drives out of town as assigned to pick up supplies or deliver/pick up equipment for repairs.

May maintain inventory and upkeep on banners placed downtown, including putting up/taking down, and delivering to seamstress/dry cleaners as needed.

Serves on 24-hour call for emergency situations as assigned.

Performs related duties as assigned.

## **I. SKILLS AND KNOWLEDGE:**

High school diploma or GED, or equivalent combination of education and experience.

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to properly operate a variety of trucks, equipment and power tools, including, but not limited to, dump trucks, snow plow, backhoe, salt spreader, street sweeper, grader, front-end loader, chain and hydraulic saws, jack hammer, mowers, and chipper.

Ability to physically perform assigned duties, including driving/sitting for long periods, standing/walking for long periods, walking on uneven terrain, safely lifting/carrying objects weighing 75 pounds, shoveling, raking, pushing/pulling objects, reaching, bending, handling/grasping/fingering objects.

Working knowledge of universal health precautions and City's Blood borne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.

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

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

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

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

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

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of at least a valid Commercial Driver's License (CDL) and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs routine, standardized daily assignments with moderate supervision, requiring some care and skill to prevent damage to tools and equipment, and prevent injury to self and others.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains contact with co-workers and occasionally with the public for the purpose of exchanging information.

Incumbent reports directly to Foreman and/or Street Commissioner and/or Assistant Street Commissioner.

**IV. PHYSICAL EFFORT:**

Incumbent's duties may involve continuous physical exertion, such as driving/sitting for long periods, standing/walking for long periods, walking on uneven terrain, safely lifting/carrying objects weighing 75 pounds, shoveling, raking, pushing/pulling objects, reaching, bending, handling/grasping/fingering objects. Prolonged intense physical strain is not associated with normal duties.

**V. WORK ENVIRONMENT:**

Incumbent performs a majority of duties outdoors and in a vehicle, and is frequently exposed to normal hazards associated with maintaining rights-of-way, such as machinery, traffic, noise, grease, dirt, dust, vehicle fumes, blood borne pathogens and other infectious materials, 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 extended, evening and/or weekend hours, and occasionally travels out of town for training, sometimes overnight. Incumbent serves on 24-hour call for emergency situations as assigned.

*! This position is identified as having occupational exposure to blood or other potentially infectious materials.*

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Apprentice Road Builder for the Street 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 and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date