

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Does Not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,  
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.*

**Date:** 2/13/2018 **Department:** Road & Bridge (4102)  
**Title:** Laborer (0908) **Reports To:** Unit Supervisor  
**Pay Grade/Salary Range:** PG-101 \$19,642.74 - \$30,446.24 **Closing Date:** 2/28/2018

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Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

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**GENERAL DESCRIPTION:**

An unskilled to semi-skilled position responsible for manual laboring tasks and a variety of construction and maintenance-related functions.

**ESSENTIAL JOB FUNCTIONS:**

- Patches and repairs roads with asphalt or rock. Installs, adjusts and repairs road signs. Clears brush, trees and other obstructions from road side. Loads and unloads heavy material from trucks. Moves equipment and other large bulky objects. Performs custodial duties when required.
- Maintains County grounds; rakes grass, cuts grass and waters plants and shrubs. Weeds flower beds, shapes and trims hedges and trees. Plants and fertilizes flowers. May operate tractor-mower in mowing grass on right-of-ways or other motorized equipment necessary to maintain County property.
- Installs and erects barriers, signs and other warning devices required to mark work areas and identify hazards. Functions as a flagging person when required and directs traffic flow in areas of construction and maintenance.
- Responds productively to change and performs all other related tasks as required and as directed.

This is a **Disaster Essential** position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**KNOWLEDGE, ABILITIES & SKILLS:**

- Some knowledge of tools used in maintenance and construction work.
- Ability to learn methods of maintaining equipment and tools.
- Knowledge of occupational hazards connected with laboring work.
- Ability to understand and follow simple oral and written instructions.
- Sufficient physical strength and agility to perform heavy manual labor on a daily basis and under emergency conditions.

**ESSENTIAL PHYSICAL SKILLS:**

- Ability to use both hands and feet with dexterity.
- Use of both near and far vision.
- Ability to stand, walk, bend, stoop and lift up to 50 lbs. for continuous periods of up to four hours.
- Ability to operate a motor vehicle continuously for up to four hours.
- Must be able to see and hear oncoming traffic and warnings.
- Ability to communicate orally.
- Ability to walk over uneven or soft surfaces.

**ENVIRONMENTAL CONDITIONS:**

Continuous outdoor work, often in dusty environments. Close proximity to heavy equipment.

**SUPERVISORY RESPONSIBILITY:**

No direct authority.

**MINIMUM QUALIFICATIONS:**

1. **EDUCATION AND EXPERIENCE:** A minimum of one-year experience performing physical labor. High school graduation or possession of an acceptable equivalency diploma is desired but not required. Must be able to communicate with fellow workers in such a manner that will permit rapid warnings and understandable directions. Must be able to work in adverse weather conditions.
2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida Driver's License while employed.