

**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.*

<b>Date:</b>	7/11/2018	<b>Department:</b>	Road & Bridge (4102)
<b>Title:</b>	Laborer (0908) <b>2 positions available</b>	<b>Reports To:</b>	<u>Unit Supervisor</u>
<b>Pay Grade/Salary Range:</b>	PG-101 \$19,642.74 - \$30,446.24	<b>Closing Date:</b>	7/26/2018

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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:**

Semi-skilled position responsible for various manual laboring tasks and a variety of construction and maintenance-related functions.

**ESSENTIAL JOB FUNCTIONS:**

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Patches and repairs roads with asphalt or rock. Shovels and lutes asphalt during paving operations. 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 various types of mowers 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.

**KNOWLEDGE, ABILITIES & SKILLS:**

- Some knowledge of tools used in maintenance and construction work.
- Knowledge of occupational hazards connected with laboring work.
- Ability to learn laboring aspects of paving operations.
- Ability to learn methods of maintaining equipment and tools.
- 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.

**PHYSICAL SKILLS:**

The individual in this position must be able to remain in a stationary position for 10% of the time. Frequently operates various types of equipment to include, but not limited to hand and power tools. Frequently ascends/descends stairs, ladders and scaffolding. The person in this position frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Frequently moves materials and office equipment weighing up to 40 lbs. Frequently works in outdoor weather conditions. May be required to work in inclement outdoor weather conditions for up to (4) four hours. Frequently operates motor vehicle for up to (8) hours; of which (4) hours may be continuous. Must be able to frequently position self to work under or around various items to perform maintenance tasks. Constantly inspects and assesses equipment, buildings and materials to complete daily tasks. Individual in this position must be able to use both near and far vision. Must be able to walk over uneven or soft surfaces.

**MINIMUM QUALIFICATIONS:**

1. **EDUCATION AND EXPERIENCE:** High school graduation or possession of an acceptable equivalency diploma is preferred but not required. Minimum of one year experience performing physical labor.
2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS :** Must possess a valid Florida Driver's License while employed.

Effective: 9/2016