

**Job Description: Public Works Class II**

**Reports to:** Duane Campbell, County Engineer

**Salary Range:** \$ 15/hour

**Benefit Package:** Paid health insurance for the employee (Anthem/Blue Cross). Dental, Vision and Life insurance. Retirement. Paid Vacation. Occasional overtime may be required.

Boyle County seeks qualified candidates to serve in the Public Works Department. Public Works employees perform semi-skilled and skilled duties related to the operation of light and heavy equipment and machinery. Performs unskilled duties necessary for the provision of county services. Perform related work as required.

**SPECIFIC DUTIES AND FUNCTIONS**

- Perform administrative functions for support of proper operation of the public works department
- Maintenance of computer databases pertaining to vehicles, equipment, roads and bridges, and
- Maintenance of records/inventories on gasoline, diesel fuel, rock, asphalt, and other supplies utilized by the department
- Schedule and performs minor repairs on vehicles and equipment
- Operate backhoe, snowplow and other equipment necessary for the provision of county services
- Operates vehicles requiring a Commercial Driver's License
- Performs activities related to proper maintenance of county solid waste/recycling facilities
- Perform work activities related to proper maintenance of county property, roads and rights of way, including but not limited to cutting weeds/trees, installation and maintenance of street signs and guard rails, maintenance of roadways and culverts, construction and maintenance of bridges, and painting county owned facilities
- Operates vehicles and equipment not requiring commercial driver's license certification.
- Ensures vehicles and equipment are properly maintained and cleaned as needed.
- Performs related work as required.

**QUALIFICATIONS, TRAINING & EXPERIENCE**

**Typical Working Conditions and Unique Physical Requirements** (*Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of an individual position*)

- The majority of work tasks are performed outdoors in all types of weather.
- Some maintenance work may be performed indoors.

- Nature of work requires extreme physical exertion, including lifting of weights of up to 100 pounds.
- Must possess excellent manual dexterity and be able to perform heavy manual labor for extended periods of time.

### **Training and Experience**

Graduation from an accredited high school or equivalent (GED), supplemented by appropriate training in the operation of computer technology. At least two (2) years' experience in the operation of light and heavy equipment.

### **Special Licensing Requirements**

- Valid Kentucky Driver's License
- Commercial Driver's License (CDL)

### **Special Knowledge, Skills and Abilities**

- Ability to understand and follow oral and written instructions.
- Ability to utilize computer technology and software programs, including spreadsheet and word processing applications.
- Knowledge of the work hazards and applicable safety precautions associated with assigned equipment.
- Knowledge of the operating characteristics and servicing of relevant equipment.
- Ability to make minor operating adjustments and to recognize operating deficiencies in assigned equipment.
- Ability to perform moderately heavy to heavy labor for extended periods of time.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Knowledge of traffic laws, ordinances, and regulations involved in the operation of departmental vehicles.
- Excellent physical condition.

**Overtime Status** Non-exempt

**Special Requirements** Subject to random drug testing

Submit Resumes to:

Boyle County Fiscal Court  
C/o Steve Griffin  
321 West Main Street, Room 111  
Danville, Kentucky 40422  
Or email to: [steve.griffin@boyleky.com](mailto:steve.griffin@boyleky.com)

*The Boyle County Fiscal Court provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.*