



Johnson County Highway Department

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Lucas M. Mastin
Highway Supervisor

Daniel E. Johnston, P.E.
Highway Engineer

Employment Opportunity Notice

Position: Truck Driver (CDL Class B)	Date: September 12, 2022
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The Johnson County Highway Department is currently seeking qualified applicants to join our organization. The Highway Department is responsible for the repair, maintenance, and construction of public roads in unincorporated areas, as well as public bridges both within and outside of corporate limits, in one of the fastest-growing counties in the State of Indiana. This is an opportunity to join the team that will guide transportation improvements and planning to shape the future of Johnson County. A detailed explanation of responsibilities and expectations for this position can be found in the [Position Description](#).

This opportunity will remain posted until the position has been filled. Interested qualified applicants are encouraged to submit a completed application packet promptly, which would consist of a complete and legible [Application for Employment](#) provided by Johnson County and a resume or job history reflecting relevant experience for this position. Application packets can be submitted through the following methods.

- 1) Hand-delivered to the Highway Department office during business hours or through the drop box
- 2) Mailed to the address at the top of this sheet
- 3) E-mailed to highway@co.johnson.in.us

Summary of Hours, Wages, and Benefits

Work Week	37.5 hours, 7a-3p M-F (7.5 hours/day, full-time and eligible for benefits)	
2022 Annual Salary	\$42,000 (\$21.53/hour)	
Pay Frequency	2 weeks	
Insurance	Medical	High-Deductible Health Plan (HDHP) with Health Savings Account (HSA). Employer makes partial contribution to HSA
	Dental, Vision, and Life available	
Retirement	Public Employee's Retirement Fund (PERF)	
Paid Benefit Time	Vacation	3 days after 180 days employed One week after 1 year Two weeks after 2 years Three weeks after 5 years Four weeks after 12 years
	Personal	45 hours annually
	Sick	2 hours accrued per month
	Holiday	Approximately 12 per year, plus election days
Bereavement, New Parent Leave, Military Duty, and Jury Duty		



POSITION DESCRIPTION

COUNTY OF JOHNSON, INDIANA

POSITION:	Truck Driver		
DEPARTMENT:	Highway/Cumulative Bridge		
WORK SCHEDULE:	7:00 a.m. – 3:00 p.m., M-F		
JOB CATEGORY:	LTC (Labor, Trades, and Crafts)		
DATE WRITTEN:	April 1998	STATUS:	Full-Time
DATE REVISED:	February 2018, August 2018	FLSA STATUS:	Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Johnson County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Truck Driver for the Highway Department/ Cumulative Bridge Fund, responsible for driving various trucks and equipment in clearing and maintaining county roads and right-of-ways.

DUTIES:

Operates multiple and single axle trucks to pull trailers, remove snow, haul and apply various materials, such as stone, asphalt, dirt, salt, and sand.

Installs/repairs/cleans drainage pipes, tiles, guardrail, ditches, rip rap, and manholes. Performs crack sealing, road shoulder repair, paving, chip sealing, pothole patching, and similar road maintenance activities. Shovels and rakes sand, salt, hot and cold mix, aggregates, and other materials. Clears brush and cuts trees. Periodically removes trash, animal carcasses, and debris from rights-of-ways.

Operates various heavy equipment and power tools in clearing and maintaining County roads, sewers, ditches, and rights-of-way, such as dump truck, snow plow, backhoe, paver, front-end loader, chipper, compaction roller, paint machine, tractor, jack hammer, shovel, rake, wrenches, chainsaws, and air compressor.

Periodically performs various preventive maintenance functions, including cleaning equipment and shop area, checking fluids on equipment, ensuring proper fluid levels, greasing equipment, and recording in logs as required. Maintains cleanliness of shop and grounds as required.

Occasionally assists with flagging and traffic control.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

SKILLS AND KNOWLEDGE:

High school diploma or GED preferred.

Must be at least 18 years of age.

Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Working knowledge of and ability to make practical application of Department safety policies and procedures, and ability to properly operate a variety of heavy equipment, trucks, hand and power tools, including dump truck, snow plow, backhoe, paver, front-end loader, chipper, compaction roller, paint machine, tractor, jack hammer, shovel, rake, wrenches, chainsaws, air compressor, concrete tools, drill, shovel, hammer, power saw, boom axes, and wrenches.

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 and with others in a team environment with minimum supervision.

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

Ability to apply knowledge of people and location, read/interpret detailed prints, and complete required paperwork.

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

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, sometimes overnight. Ability to regularly respond to emergencies on 24-hr basis.

Possession of a valid Class B Commercial Driver's License with air brake endorsement and no automatic transmission restriction, and demonstrated safe driving record.

RESPONSIBILITY:

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

PHYSICAL EFFORT:

Incumbent's duties involve sitting and walking at will, sitting for long periods, standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, hearing sounds/communication,

handling/grasping objects, pushing/pulling objects, crouching/kneeling, keyboarding, speaking clearly, color perception, bending, reaching, close vision, far vision, and depth perception.

Incumbent reports directly to Foreman.

WORKING CONDITIONS:

Incumbent performs a majority of duties in heavy equipment and outdoors, involving working in wet/icy surroundings, extreme hot or cold temperatures, near fumes, odors, dust, and dirt, in a noisy environment, in confined areas, walking on uneven terrain, wearing protective clothing or equipment, and working in high places. In performance of duties, incumbent may be exposed to violent/irate individuals.

Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town, sometimes overnight. Incumbent regularly responds to emergencies on 24-hr basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Truck Driver for the Highway Department/ Cumulative Bridge Fund 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

Printed Name

Date

Application for Employment

JOHNSON COUNTY, INDIANA

Position Applied For	Date of Application
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Last Name	First Name	Middle Name
Address	City	State
Zip Code	Telephone Number	Social Security Number
Driver's License Number		

- If you are under 18 years of age, can you provide required proof of eligibility of work? Yes No
- Have you ever filed an application with us before? If yes, give date: _____ Yes No
- Have you ever been employed with Johnson County before? If yes, give date(s): _____ Yes No
- Are you currently employed? Yes No
- May we contact your present employer? Yes No
- Are you prevented from lawfully becoming employed in this country because of visa or immigration Status? Yes No
- Are you currently on "lay-off" status and subject to recall? Yes No
- Can you travel if the position requires? Yes No
- Will you obtain a CDL if it is required for the position? Yes No
- Will you submit to a Drug and Alcohol Screen if required for the position? Yes No
- Have you ever pleaded guilty to or "no contest" to or been convicted of a felony or misdemeanor that has not been expunged by a court? Yes No
- If yes, please give dates and explain: _____

NOTE: ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS AGE AND TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, AND NATURE OF THE POSITION APPLYING FOR WILL BE TAKEN INTO ACCOUNT.

- Will you need additional accommodations to perform your job? Yes No
- If yes, please explain: _____
- On what date would you be available for work? _____
- What skills do you possess that are relevant to the position you have applied for? _____

Are you available to work: Full-time Part-time Shift work Temporary

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read, and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Past Residence

_____	_____	_____	_____
Street Address	City	State	Zip Code
_____	_____	_____	_____
Street Address	City	State	Zip Code
_____	_____	_____	_____
Street Address	City	State	Zip Code

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experiences.

Specialized Skills Check All That Apply

Computer Fax Microsoft Word **Production/Mobile Machinery (List)**
 Phone System CDL Microsoft Excel _____

Employment Experience

Start with your current or most recent position. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
2. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
3. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
4. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Additional Information

List professional, trade, business, or civic activities and offices held. (You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status):

Describe any specialized training, apprenticeship, skills, extra-curricular activities, and military experience that may relate to the position for which you are applying.

Provide any additional information you feel may be helpful to us in considering your application.

DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached

___ Yes ___ No

References (Non-Related)

1. Name: _____ Phone Number: _____
Address: _____

2. Name: _____ Phone Number: _____
Address: _____

3. Name: _____ Phone Number: _____
Address: _____

4. Name: _____ Phone Number: _____
Address: _____

Applicant's Statement

I certify under the penalties of perjury that the information given herein is true and complete to the best of my knowledge.

I authorize Johnson County to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I authorize Johnson County to conduct a background investigation, which may include, but is not limited to: Criminal History, Past Residence History, and Job History.

This application for employment shall be considered active for a period not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether applications are being accepted at that time.

I understand that I may be required to submit to a drug/alcohol test prior to be considered for this position. I also understand that this information will be kept confidential, but can have an effect on my employment with Johnson County. I further understand that to be considered for the position for which I am applying, I waive my right of privacy with respect to the results of this test.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the County Commissioners.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge and possible prosecution. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Applicant Signature: _____ Date: _____