



Morton County Road Department

Mailing & Shipping:
580 Road 16
Elkhart, Ks. 67950

Phone:620-697-2592
Fax: 620-697-2769
Email: mcroad@elkhart.com

Dana Baldwin – Road Supervisor
Sheldon Pippin – Shop Foreman
Bob Fillpot – Office Manager

General Laborer Job Requirements

The Morton County Road Department is tasked with building and maintaining the roads and bridges operated by Morton County, including signs and right-of-ways. Additionally, it helps maintain other County property and assists other County departments.

Position Summary

This job entails the operation of a wide variety of equipment including, but not limited to, graders, loaders, dozers, tractor/mowers, tractor/trailers, bobtail trucks, packers, and other types of equipment involved with road maintenance. This job also requires the use of various hand tools. This position reports to the Morton County Road Supervisor and Assistant County Road Supervisor.

Essential Functions

- Operating the aforementioned equipment and tools, including the cleaning of ditches and culverts, transporting equipment to and from job sites, grading operations, and working with labor crews as required.
- Performing daily preventive maintenance and inspections on equipment and assisting in further preventive maintenance on equipment such as fluid and filter changes and parts lubrication.
- Possessing and using general knowledge in the operation and safety practices of heavy equipment and the laws and regulations pertaining to related equipment.
- Maintaining a clean shop area, break area, restrooms, tire room, and equipment.

Supplemental Functions

- Repairing pickup, truck, trailer, and equipment tires when required.
- Making minor emergency repairs to equipment.
- Performing other duties as assigned.

Position Requirements

Experience: Less than one (1) year of similar experience required. Employee is expected to acquire the necessary information and skills to perform the job reasonably well within six (6) months to one (1) year of employment.

Education: Graduation from a standard high school or its equivalent with considerable experience in the operation and maintenance of related equipment. Possession of a valid Kansas CDL driver's license for the type of equipment operated.

Technical Skills: A thorough knowledge of equipment, vehicles, and Road Department procedures is required. The ability to read and interpret manuals, articles, reports, and written instructions is required.

Problem Solving: Problem solving is a factor in this position. This employee makes decisions about performing daily duties in the most efficient and safe manner.

Personal Communications: This employee must deal with residents and members of the public in a courteous manner and must work effectively both independently and as part of a team with co-workers and supervisory personnel. This employee must be able to understand and follow oral and written instructions, prepare written reports and/or forms, communicate clearly and concisely, both orally and in writing or via radio.

Working Conditions: Some adverse working conditions exist within this position. Exposure to excessive noise, dust, and all types of weather conditions is expected.

Physical Requirements: This position can be physically demanding so general good health and vision and the ability to remain alert and maintain a high level of concentration is required. Manual labor including bending, stooping, extensive walking, lifting and carrying 40-50 pounds regularly and 75 pounds occasionally is required. The ability to operate heavy equipment and machinery is required daily in this position.

Hours: This employee must be able to work flexible hours, including evenings, weekends, and holidays as required.

Safety: This employee will be required to wear appropriate safety gear.

The specific statements shown in each section of this Position Description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job. Morton County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.