

HARRISON COUNTY ENGINEER

DEPARTMENT OF SECONDARY ROADS
301 NORTH 6TH AVENUE P.O. BOX 171
LOGAN, IOWA 51546-0171

PHONE: 712-644-3140

FAX: 712-644-3412

September 11, 2019

Applicants for Harrison County Employment

RE: Job Application for
Truck Driver

Harrison County is accepting applications for one Truck Driver position. The open position is at the Jackson Township Work Center, south of Pisgah. The work hours are 7:00 a.m. to 3:30 p.m. Monday through Friday. Summer hours are 6:00 a.m. to 4:30 p.m. Monday through Thursday. The starting pay rate is \$20.84/hour. Class A CDL is required. Significant experience in the operation and maintenance of heavy equipment, heavy trucks and physical labor is desired. Successful applicant will be hauling heavy equipment and materials with semi-tractor trailer combination, as well as tandem axle dump truck. Hauling equipment requires connecting to gooseneck detachable trailer, loading equipment and securing load to the trailer.

A copy of the Job Description is attached for your review. If you decide to return a completed application, it must be received by the County Engineer no later than noon on Tuesday, September 24, 2019. The County will only interview finalists after all applications have been evaluated. The successful candidate will be notified after the interview process is complete. Any offer for employment is contingent upon successfully completing an occupational health physical and drug screen.

Thank you for your interest in applying for a job with Harrison County.

Sincerely,
HARRISON COUNTY ENGINEER



Steven D. Struble, P.E.

Encl.
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HARRISON COUNTY-SECONDARY ROADS
JOB DESCRIPTION

POSITION TITLE: Truck Driver
REPORTS TO: Road Foreman
SUPERVISES: NA

PURPOSE OF POSITION: Responsible for the operation of single axle dump trucks, tandem axle dump trucks with pups and tractor/trailer combinations in the maintenance and construction of the secondary roads.

ESSENTIAL FUNCTIONS:

Operates county vehicles in the construction, repair and maintenance of secondary roads including single axle dump trucks, tandem axle dump trucks with pups and tractor/trailer combinations.

Hauls construction and maintenance materials and equipment to and from work sites.

Performs snow removal operations utilizing a truck equipped with a blade and/or sander.

Performs routine scheduled maintenance on assigned vehicle, including changing the oil, filters and other engine fluids, greasing the vehicle and washing and cleaning the interior and exterior surfaces.

Completes a record of the maintenance services performed on each piece of equipment and inspects the condition of equipment before and after operation.

Completes various written work records including, but not limited to time sheets and weight scale tickets.

Performs manual labor including, but not limited to cutting brush, installing, maintaining and removing tire chains, snowplow blades and sanders on trucks and cold patching hard surface roads.

Operates power and hand tools in the performance of duties.

MARGINAL FUNCTIONS:

Loads and unloads equipment such as bulldozers, rollers and end loaders from a low-boy trailer.

Assists in assembling multiplating (drainage culverts) and general bridge repair activities.

Performs other related duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE, AND ABILITY:

Thorough knowledge of and ability to operate assigned equipment in a safe manner according to traffic laws and regulations.

Thorough experience in the operation of single and tandem axle trucks and tractor/trailer combinations.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY: (continued)

Good knowledge of occupational hazards and the safety precautions necessary for the proper operation and use of assigned vehicles, equipment, tools and materials.

Good knowledge of and the ability to perform routine maintenance on assigned vehicles and equipment.

Ability to read and follow a series of both oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, supervisors and the general public.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Must possess a valid Commercial Drivers License (C.D.L.) valid in the State of Iowa at the time of hire.

Must maintain a Commercial Drivers License (C.D.L.) valid in the State of Iowa as a condition of employment.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is performed in a variety of outdoor environments and locations throughout the year. Work environment is occasionally noisy and may be hazardous, if proper safety precautions are not taken.

Must be able to lift 100 pounds to perform job duties.

Operation and maintenance of vehicles and equipment requires the incumbent be able to perform repetitive hand, wrist, shoulder and leg movements in tight and cramped spaces as well as bend, climb and crawl into, under and out of vehicles.

Employee's Signature

Date

Supervisor's Signature

Date

County Engineer's Signature

Date

HARRISON COUNTY ROAD DEPARTMENT

APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap. As employers/government contractors, we comply with government regulations and affirmative action responsibilities. Solely to help us comply with government record keeping, reporting, and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation. This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date:

Position Applied for:

Referral Source:

Advertisement

Friend

Relative

Walk-In

Employment Agency

Other

Name

LAST

FIRST

MI

Phone

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information

Check one:

Male

Female

Check one:

White

Black

Hispanic

American Indian/Alaskan Native

Asian/Pacific Islander

Check if any of the following are applicable:

Vietnam Era Veteran

Disable Veteran

Handicapped Individual

HARRISON COUNTY ROAD DEPARTMENT

APPLICATION FOR EMPLOYMENT

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A

Name and Address							
Name (First, MI, Last)				Social Security Number			
Mailing Address							
City, State, and Zip Code							
Telephone				Alternate Phone			
Are you at least 18 years of age <input type="checkbox"/> Yes <input type="checkbox"/> No				Email			
Job Type							
Days/Hours available to work							
<input type="checkbox"/> No preference	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
I am seeking a:	<input type="checkbox"/> Full-time Job		<input type="checkbox"/> Part-time Job		<input type="checkbox"/> Full-or-Part time Job		
How many hours can you work weekly?			Can you work nights?		Date Available to begin?		
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Additional Information							
Have you been employed by Harrison County in the past?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a U.S. Citizen, permanent resident, or national with authorization to work in the United States						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:							
Have you tested positive for an employer sponsored drug/alcohol test in the past three years?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a commercial driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No				Driver's License No.		State	
Do you have a Class A?				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have a Class B?				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have a Class C?				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you had any accidents during the past three years?					Y/N	How many:	
Have you had any moving violations during the past three years?					Y/N	How many:	

Education

School	Location (mailing address)	Years Completed	Major	Degree or Diploma
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HighSchool

College or Business/Trade School

Military

Have you ever been in the Armed Forces: Yes No Date entered: _____

Are you now a member of the National Guard? Yes No Discharge date: _____

Specialty _____

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last Supervisor	Hours/Week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, equipment experience, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

Work Experience

Company	Name of last Supervisor	Hours/Week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, equipment experience, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

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City, State, and Zip Code	End Date	Final Salary
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Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, equipment experience, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

References

Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employees.

- 1
- 2
- 3
- 4

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Signature	Date
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