



Greene County Position Description



Position Title: Seasonal, CDL & NON CDL	Department: Road & Bridge
Reports to: Assigned Supervisor	Grade: 72
Date Reviewed: February 2026	FLSA: Non-Exempt

Purpose of Position

The Greene County Highway Department is responsible for maintaining approximately 8,000 acres of right of way divided into two districts. Within this right of way lies approximately 2,500 lane miles of roadway, 217 bridges, and more than 655 box culverts. To meet the task of maintaining this right of way, the Highway Department employs over 100 people. Each year, temporary workers are needed, in addition, to meet the demands of the spring-summer season. Each employee plays an integral part of our operations. The Operations Division includes our maintenance crews, who strive daily to keep our roadways safe and passable for the traveling public.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Hand patching, shoulder stabilization, paving, sign maintenance, striping, vegetation control, pipe and guardrail installation, bridge and box culvert maintenance, and snow removal.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required. A valid Class B CDL with airbrake endorsement is preferred. Must be 18 years of age.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to assemble, copy, record, and transcribe data and information following a prescribed plan. Ability to compare, count, differentiate, measure, and/or sort data and information.

Ability to explain, demonstrate, and clarify to others within well-established policies, procedures, and standards. Ability to follow specific instructions and respond to simple requests from others.

Ability to utilize a variety of descriptive data and information, such as regulations, general operating manuals, equipment maintenance records, schedules, materials tickets, and work orders.

Ability to communicate effectively with Highway Department personnel and the general public.

Mathematical Ability

Ability to add, subtract, multiply, and divide. Ability to measure and compute slope and grade.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to lift up to 25 pounds overhead without assistance in the operation of equipment such as chain saws. Ability to lift and/or move up to 75 pounds with or without assistance in performing loading and unloading of cargo and performing other heavy manual tasks.

Ability to coordinate eyes, hands, feet, and limbs in performing highly skilled movements such as truck and equipment operations.

Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of walking; standing; sitting; climbing and balancing; stooping; kneeling; crouching; crawling; carrying; pushing; pulling; and reaching laterally, vertically, and horizontally up to 75 pounds.

Ability to recognize and identify similarities or differences between characteristics of shapes, sounds, odors, and textures associated with job-related objects, materials, and tasks. The ability to stand for long period of time.

Environmental Adaptability

Ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, noise, machinery, variations, electrical currents, traffic hazards, and high and precarious places where there is a risk of injury.

Condition of Employment

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Disclaimer

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

Last Reviewed: 2/6/2026

Reviewed and Approved by Management

Last Updated: 1/11/2019

Comments/Sections Updated: Information updated in the Essential Duties, Minimum Training, Physical and