

# Job Summaries

## **Accountant, Entry Level**

Under guidance performs general accounting functions and applies principles of accounting in support of accounting systems.

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## **Accountant, Journeyman Level**

Independently performs general accounting functions and applies principles of accounting in support of accounting systems.

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## **Accountant, Senior**

Supervises and oversees various accounting operations. Develops systems and programs based on an advanced knowledge of accounting principles.

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## **Accounting Clerk I**

Performs general office duties and signs and mails all county checks. Prepares various reports and collects payments and issues receipts.

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## **Accounting Clerk II**

Performs senior level accounting clerical duties such as payroll and benefits enrollments and accounts payable activities. Assists with budget reporting, grant reporting and workers compensation issues. May complete quarterly payroll and benefits reports.

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## **Accounts Payable Processing**

Exercise responsibility for accounts payable, posting expenditures to appropriate budgetary line items. Assists in auditing of county departments.

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## **Administrative Assistant**

Oversees the management of the office; supervises the clerical support staff; maintains a productive environment which frees other management staff for more intensified and specialized work.

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## **Assistant Auditor**

Develops documentation of internal control systems and office procedures for various County departments through interviews, observation and gathering and review of documents. Analyzes internal control strengths and weaknesses in internal control systems and office procedures. Monitors and reconciles trust funds and various accounts, then presents to appropriate personnel or board members. Assists with annual reports such as fixed assets and trust accounts and risk management functions including loss control. Assists with internal audits and internal control systems and office procedures.

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### **Assistant Chief Deputy County Clerk**

Responsible for the administration of official public records concerning real property; including indexing, microfilming and duties related to maintenance of images of those documents. Provides assistance to the public in locating property records, plats and providing copies of these documents. Performs tabulation duties in county elections.

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### **Assistant County Engineer**

Assists the County Engineer in administration of the County's floodplain, subdivision, and utility ordinances. Supervises and inspects County road, bridge, and building construction projects. Conducts drainage studies including field investigation and surveying. Prepares bid specifications and administers procurement of road and bridge materials. Assists in the right-of-way procurement.

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### **Assistant Court Coordinator**

Inputs new information from County offices and sends out notifications. Answers inquiries pertaining to criminal and civil cases. Checks the jail list to determine which defendants are in jail. Prepares civil docket notices, sets Civil Trials and Hearings.

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### **Assistant Criminal District Attorney**

Responsible for case intake and screening, trials and court appearances, case evaluation and negotiation, education and research, Grand Jury presentation, appeals, and pretrial preparation.

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### **Assistant Elections Administrator**

Assists Elections Administrator in all aspects of elections process, re-drawing of precinct lines, and drawing up contracts to be presented to political entities. Writes reports, notifications, and other required documents. Serves as department office manager.

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### **Assistant Foreman**

Works in cooperation with Foreman in all road construction/ maintenance activities in the Precinct. Exercises close supervision over one or more crews as assigned. Works closely with Foreman in outlining daily work

schedules, sees that equipment is properly operated and maintained.

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### **Assistant Garage Foreman**

Oversees operation of garage asphalt plant. Consults with or advises mechanics on repairs to County vehicles and equipment. Performs maintenance and repairs on vehicles and equipment when necessary. Places orders for parts, tires, shop supplies and/or asphalt.

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### **Assistant Maintenance Engineer**

Exercises responsibility for the maintenance and upkeep of County buildings, grounds, and fixtures.

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### **Assistant Personnel Director**

Assists the Personnel Director in the direction and supervision of County personnel policies and procedures regarding employment, wage and salary administration, training and orientation.

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### **Attorney, Entry Level**

Responsible for case intake and screening, trials and court appearances, case evaluation and negotiation, education and research, Grand Jury presentation, appeals, and pretrial preparation.

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### **Bail Bond Coordinator**

Monitors the total number and amounts of bonds generated monthly and prepares reports to Bond Board and jail officials. Receives bond applications and investigates applicants; reports to the court on status of applicants of approval or denial; follows up to see if requirements are met.

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### **Bailiff**

Patrols the courtroom and oversees jurors. Answers the telephone and takes messages. Maintains juror summons journal, court library, and court calendar.

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### **Billing Clerk /Medical Claims**

Processes bills for data entry and enters information into system. Processes and keys in Jail bills. Updates client information on computer. Verifies status of client's application. Makes telephone inquiries to DHS on client status. Deals with telephone inquiries. Prepares daily statistical sheets.

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## **Caseworker**

Obtains information from clients who have been certified as eligible for indigent health care services. Verifies documentation provided by clients, prepares statistical information as needed for processing or reports, and interviews and screens prospective clients to determine eligibility for indigent health care services.

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## **Chief Deputy Clerk**

Assists with administrative duties as appropriate. May work with the public in areas such as the County Clerk and Tax Assessor/Collector's offices. Maintains records, assists with daily functions and initiates correspondence and mailings.

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## **Chief Deputy County Clerk**

Performs administrative duties and daily functions associated with all aspects of the County Clerk's office; including financial reports, state reports, updates on new laws, as well as other administrative duties associated with county elections. May supervise other staff members in the clerk's office.

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## **Chief Deputy District Clerk**

Supervises, evaluates, and directs the job performance of employees in the office of the District Clerk. Prepares reports, coordinates all aspects of the jury system, and serves as administrative assistant to District Clerk.

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## **Chief Deputy Sheriff**

Serves as the second ranking official in the Sheriff's Department. Under the direction of the Sheriff, supervises the day-to-day operations of the department including the corrections facility, patrol division, criminal investigations, communications, staff personnel and clerical employees. Personally directs major case investigations.

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## **Chief Deputy Tax Assessor/Collector**

Supervises the employees of the tax office. Prepares financial reports and title certificates. Assists Tax Collector in his/her duties.

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## **Chief Probation Officer**

Assesses, counsels and supervises offenders in order to redirect their behavior. Furnishes information to the judge in order for the court to make effective disposition of cases. Supervises and coordinates the activities of the probation officers.

**Clerk**

Performs routine clerical or office duties under direct supervision. Tasks performed are well structured and defined within a set of procedure so that there is limited need for individual judgment.

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**Clerk/Sign Maker**

Responsible for generating traffic signs. Orders and receives materials used for production of traffic signs; creates traffic signs, placing lettering on blanks and placing/rolling sign material on aluminum plates; maintains ongoing inventory of traffic signs/posts; Distributes signs and sign posts to employees on an as needed basis.

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**Communications Specialist**

Monitors 911, telephone and radio contacts and distributes information accordingly. Enters appropriate data into the computer system. Verifies data for public safety personnel and the public.

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**Constable**

Elected or Appointed Official

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**Cook**

Prepares meals each day for clients. Cleans kitchen and utensils. Orders food and supplies. Keeps accurate records and inventory, and stocks shelves.

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**County Attorney**

Elected or Appointed Official

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**County Auditor**

Serves as comptroller/chief fiscal officer of the County. Establishes and oversees accounting procedures for all County departments. Prepares and oversee the County's budget, processes accounts payable and performs internal audits of County offices.

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**County Clerk**

Elected or Appointed Official

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### **County Commissioner**

Elected or Appointed Official

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### **County Court at Law Judge**

Elected or Appointed Official

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### **County Engineer**

Responsible for the supervision of all construction and maintenance work on the County's secondary road system.

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### **County Judge**

Elected or Appointed Official

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### **County Sheriff**

Elected or Appointed Official

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### **County Sheriff/Tax Assessor**

Elected or Appointed Official

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### **County Tax Assessor/Collector**

Elected or Appointed Official

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### **County Treasurer**

Elected or Appointed Official

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### **County/District Clerk**

## Elected or Appointed Official

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### **Court Administrator**

Answers inquiries from attorneys, bondsmen, jail personnel, defendants/defendants' family members, etc. Oversees County Courts at Law criminal workload/caseload (40%). Monitors Jail List and court appointing attorneys, sets Civil Trials and Civil Hearings and Notices, and Contested Probate Trials and Hearings.

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### **Court Coordinator**

Manages cases and supervises assistants. Coordinates and acts as liaison between judges and attorneys. Works very heavily with the public.

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### **Court Reporter**

Makes verbatim record of court proceedings. Provides written transcripts of all proceedings upon request. Files appellate transcripts in appeals court. Marks and stores all exhibits introduced in court proceedings.

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### **Crewmember I R & B**

Performs general maintenance on roads and bridges to include installing and repairing traffic signs, operating machines and equipment to repair surfaces.

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### **Crewmember II R & B**

Performs general maintenance on roads and bridges. Operates machines used in the patching and repair of surfaces. Operates as lead crewmember.

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### **Crime Analyst**

Assists officers with the research and gathering of information to aid in their investigations. Verifies criminal histories and performs various other background checks. Initiates phone calls for staff in order to gather information. Maintains task force files and records. Performs related clerical duties and maintains records of expenditures for the task force.

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### **Crime Victim Coordinator**

Assists crime victims through the criminal justice process. Provides victims with information regarding their rights, available services and possible compensation. Assists with case information and status. Acts as liaison between law enforcement, outside agencies and the courts. Promotes public awareness of crime

victim rights.

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### **Custodial Supervisor**

Maintains and cleans buildings and grounds. Ensures that employees complete assigned jobs.

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### **Custodian**

Cleans all offices in county courthouse and office buildings. Cleans stairs, hallways, porches and glass doors. Cleans and sanitizes bathrooms and removes trash. Prepares courtrooms, meeting rooms and jury rooms and makes coffee.

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### **Data Entry Clerk**

Enters billing information on computer. Enters statistical information from daily sheets. Runs claims and invoices for attachment to bills. Assists billing supervisor. Assigns invoice numbers. Files invoices and requisitions etc.

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### **Deputy County Clerk**

Acts as clerk of the County Court. Files, indexes and issues documents associated with vital statistics, civil, criminal and official public records in the County Clerks office. Collects fines, local fees and state fees. May conduct Early Voting and other duties at the Central Counting Station.

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### **Deputy District Clerk**

Locates, pulls, and returns old case files. Files all instruments in the proper case jackets. Assists in locating files for attorneys and members of the public who come into or call the office.

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### **Deputy Sheriff**

Enforces laws, patrols the county to maintain peace and general order. Detects, prevents, and investigates criminal activity. Answers citizen calls for assistance.

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### **Deputy Tax Assessor/Collector**

Assists in the movement of inventory and supply shipments received by the Tax Office. Assist in the records management. Accepts payment of tax, title and registration fees from dealers, financial institutions, substations, and the general public.

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## **Detention Superintendent**

Oversees daily operation of the Detention Center, Alternative Center, and Court Ordered Residential Placement Services (Boot Camp). Coordinates regular and on-going training programs for detention, residential and food service staff in order to maintain certification of workers. Ensures facility compliance with all required standards. Monitors Detention, C.O.R.P.S. and Alternative Center admissions.

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## **Detention Worker**

Supervises activities for difficult juveniles in a secure setting. Prepares daily activity observation logs, daily reports, property records, security time checks, and activity reports. Provides direct supervision of children, encourages orderly conduct, observes and reports pertinent behavior of each child in detention, and ensures the secure and safe maintenance of the child within the detention facility.

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## **Director 911 Center**

Manages the consolidated communications center for the County. Maintains countywide radio system, computer aided dispatch and records management system. Initiates, reviews and maintains contractual relationships with vendors and with officials in the region

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## **Director Guardian Ad Litem**

Represents children for whom the juvenile court and DPRS Court appoints. Participates in legal proceedings, court hearings and depositions. Reviews relevant materials and notes. Evaluates parties and provides counseling as necessary. Negotiates and mediates with parties and their attorneys to resolve disputes and reduce the number of cases going before the court.

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## **Director Human Services**

Administers all Human Services and Help Centers and related programs within the County. Programs include crisis intervention, educational opportunities and referrals to other agencies.

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## **Director Information Systems**

Provides information processing and computer systems support and guidance throughout the County. Directs the design, development and/or acquisition and ongoing maintenance of systems and programs to meet the information needs of the County.

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## **Director of County Welfare**

Oversees and implements administrative policies and procedures associated with the overall operation of the department and directs, evaluates, and supervises employees.

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### **Director of Development**

Responsible for procurement and administration of grants for the County. Grant writing efforts stress obtaining funding for economic development activities and other areas of county responsibility and interest.

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### **Director of Health Services**

Provides leadership and coordinates the professional and administrative activities of the County's health department to effectively accomplish the public and environmental health mission of the County's board of health

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### **Director Personal Bond**

Performs criminal history checks on defendants and writes bonds for defendants' release from jail. Consults with judges and defendants and determines qualifications for bonds. Determines ability to pay. Interacts with courts.

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### **Director/County Engineer Road & Bridge Admin**

Responsible for the supervision of all construction and maintenance work on the County's secondary road system and assists in platting review and approvals.

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### **Director-Building and Maint**

Manages all aspects of cleaning, repairing and maintaining buildings and grounds for all County facilities.

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### **Dispatcher—Road & Bridge**

Monitors telephone and radio contacts and distributes them to the proper persons. Reviews daily inspection reports. Posts daily work schedule. Maintains vacation and sick leave records of employees. Maintains fuel records.

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### **District Attorney**

Elected or Appointed Official

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**District Clerk**

Elected or Appointed Official

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**District Judge**

Elected or Appointed Official

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**Elections Administrator**

Supervises, directs, and evaluates workers; determines and tests procedures for election judges and ballot tabulation, trains judges and other workers; contracts with political parties and local governmental entities for elections; deals with problems, requests, complaints from candidates and the public; recommends polling place changes.

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**Electrician**

Provide diagnosis, installation and preventive maintenance to systems Countywide.

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**Electronics Technician**

Repairs, services, and maintains electronic equipment; mobile radio repair; repair and maintenance of CCTV camera monitor; installs two-way radios, intercom/PA systems, and pagers.

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**Equipment Operator I**

Operates road construction equipment. Operates pick-ups and dump trucks in hauling road materials. Works with road maintenance crews. Keeps assigned equipment serviced and make minor repairs.

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**Equipment Operator II**

Operates front end loader, motor grader and other construction equipment for the construction and maintenance of County roads. Services/greases vehicles. Meets with foreman for outline of duties. Loads gravel out of pit onto gravel trucks with front end loader. Operates motor grader in blading County roads.

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**Executive Secretary**

Performs senior level clerical tasks for the department. Prepares reports for administrative personnel, interacts with County officials and maintains records such as time sheets, work orders, purchase orders and requisitions.

### **Extension Agent**

Plans, implements, and evaluates extension educational programs in the County in accordance with policies and procedures of the Texas Agricultural Extension Service.

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### **First Assistant Criminal District Attorney**

Responsible for case intake and screening, trials and court appearances, case evaluation and negotiation, education and research, Grand Jury presentation, appeals, and pretrial preparation. Also supervises staff.

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### **Food Service Supervisor**

Follows Texas jail standards in the planning, ordering, cooking and serving of balanced meals.

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### **Foreman**

Supervises road and bridge crews and acts as working supervisor. Outlines daily work and assigns duties. Investigates road problems, complaints, etc. Supervises the placement of gravel or asphalt on County roads. Determines the amount and type of gravel needed on roads. Interacts with property owners concerning projects that may affect their property.

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### **Humane Officer**

Enforces state and local laws pertaining to animal care and control. Maintains facility and monitors inventory. Manages the animal population in the shelter and assists the public with violations and controlling nuisance wildlife.

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### **Investigator (District Attorney)**

Assists in the preparation of cases for trial to include re-investigation and/or the initiation of investigations. Conducts interviews, records review, issuance of subpoenas and travel arrangements.

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### **Investigator (Sheriff)**

Handles investigations initiated by the patrol deputy or self. Assists patrol deputies in follow-up investigations.

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### **Investigator I**

Investigates and follows up on cases assigned to the County Attorney's office for prosecution. Screens cases and handles evidence as appropriate. Takes statements from witnesses.

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## **Investigator II**

Supervises the daily operations of the investigators assigned to the District Attorney's office. Assists in the preparation of cases for trial. Takes statements from witnesses as required and meets with investigators to schedule meetings and conferences related to trial preparation.

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## **Jail Administrator**

Coordinates and directs activities and responsibilities of personnel in the jail in conjunction with the directives of the Sheriff and in accord with policy.

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## **Jailer**

Operates control rooms with responsibility for making inmate headcount. Transports inmates within jail and assists in the feeding of inmates, dispensing of medication, and distribution of mail. Makes phone calls for inmates on occasion. Assists in booking new prisoners and helps bailiffs as required. Supervises inmates assigned to work details throughout jail complex.

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## **Judge's Assistant**

Assists the judges in managing and directing the operations of the judicial chamber. Performs receptionist duties and manages the law library. Responds to outside inquiries and answers questions regarding jury summons' and prospective jurors.

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## **Justice of the Peace**

Elected or Appointed Official

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## **Justice of the Peace Court Clerk**

Performs duties related to the civil/criminal functions of the court. Assists with the collection of funds and receipts, and helps in balancing daily collections. Assists with preparation of criminal court documents (warrants, dockets, affidavits, etc.). Schedules dockets and handles some filings

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## **Juvenile Court Coordinator**

Maintains an efficient flow of criminal and civil cases through the courts. Maintains daily court dockets. Logs

and tracks case activities and hearings.

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### **Juvenile Probation Area Manager**

Coordinates the daily operations of the court unit and supervises juvenile probation personnel in their responsibilities. Manages assigned casework, associated paperwork, policy and procedure and staffing.

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### **Juvenile Probation Office Technician**

Provides counseling and intervention to at-risk probationers. Assists juveniles in the transition from a placement environment to a home environment. Assesses goals for probationers.

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### **Juvenile Probation Officer**

Interviews, assesses and initiates plans to help offenders to become responsible and productive citizens. Provides information to court to aid in disposition of cases. Counsels, supervises and monitors probationers.

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### **Law Librarian**

Supervises the daily activities of the County's Law Library. Assists clients in locating the required information

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### **Legal Secretary**

Performs administrative clerical work to assist attorneys and others, in answering telephones, maintaining files, scheduling appointments, and composing correspondence required in the preparation of legal documents required in drafting ordinances, resolutions and the filing of cases in a court of law.

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### **Librarian - Journey Level**

Provides library services, assists in locating and furnishing materials. Explains library services, activities, facilities, rules. Supervises aides or clerical employees and assists in maintenance of library books, documents, films, periodicals, recordings and other materials.

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### **Lieutenant Deputy Sheriff**

Performs management duties as they apply to their division. Coordinates and directs the activities and responsibilities of personnel.

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## **Maintenance Man**

Perform carpentry, plumbing, painting, glazing, welding, metal fabrication, HVAC, electrical, masonry. Roofing, sheetrock finishing, and other repairs to buildings.

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## **Map Department Head**

Coordinates daily operations, assists public with land and other related problems, and assists the County Appraisal District. Operates a GIS system on Novell linked PC's, oversees all monetary transactions, and maintains all necessary records.

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## **Mechanic Helper**

Assists mechanics in general repair duties such as changing tires on vehicles or equipment and ordering equipment or supplies for the area. Completes paperwork in order to request supplies and materials.

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## **Mechanic I R & B**

Works in County garage repairing and maintaining equipment and trucks. Performs lube and filter changes on vehicles and equipment. Inspects vehicles for problems and prepares written reports concerning repairs made on vehicles.

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## **Mechanic II R & B**

Works in County garage repairing and maintaining all types of equipment and trucks. Fabricates and welds parts. Makes complex repairs to vehicles and equipment and also performs regular maintenance such as lube and filter changes. Inspects vehicles for problems and prepares written reports concerning repairs made on vehicles

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## **Mental Health Court Services Coordinator**

Preparation of all paperwork related to mental health court cases, an posting of all required documents, legal notices, etc. Counsels/interviews potential applicants and/or families in proceedings. Reviews and proofs all documents to be presented in court as to compliance with Mental Health Code. Review probate and guardianship cases files and assist in preparation of such dockets.

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## **Museum Director**

Performs administrative and managerial work involved in collection management, exhibit planning, educational programming, public relations, marketing and fundraising.

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## **Night Computer Operator**

Reviews written computer schedule and plans night activities. Runs computer jobs from written schedule. Cleans tape drives and vacuums printer dust from printer. Continually checks security of Data Processing Buildings.

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## **Nurse—LVN**

Provides nursing, immunization, and screening services to citizens under the direction of Registered Nurses. Communicates health and medical information to individuals and organizations.

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## **Nurse—RN**

Provides nursing and screening services to citizens. Supervises Communicable Disease control. Communicates health and medical information to individuals and organizations.

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## **Office Administrator**

Exercises responsibility for inter-office departmental coordination for District Attorney's Office. Serves as liaison with law enforcement agencies.

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## **Office Supervisor**

Acts as a working supervisor and oversees the clerical and functional operations of the office. Plans and schedules assignments. Maintains files and records of work performed.

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## **Parts Technician**

Issues parts to mechanics and maintains records on such parts.

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## **Payroll/Personnel Supervisor**

Processes payroll and maintains all associated files and computer related systems. Processes and maintains monthly billings related to payroll and benefits. Maintains position control files to assist with budget forecasting. Performs end of year functions to include benefits accruals and rollovers. Manages the open enrollment process for annual benefits changes.

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## **Personnel Director**

Administers overall County personnel policies and procedures regarding employment, wage and salary

administration, training and orientation. Monitors compliance with state and federal legislation covering such areas as FLSA, ADA, EEO, and FMLA. Maintains and interprets existing County personnel policies and wage/salary plan.

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### **Probation Officer**

Interviews, assesses and initiates plans to help offenders to become responsible and productive citizens. Provides information to court to aid in disposition of cases. Counsels, supervises and monitors probationers.

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### **Programmer /Analyst**

Design, program, & maintain computer related technologies. Provides technical support for existing hardware and software. Trains users in use of custom applications. Installs and configures software on workstations.

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### **Purchasing Agent**

Assist the Purchasing Director in procuring materials, supplies, and services required by the departments and in obtaining quality goods and services at minimum cost from approved vendors.

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### **Purchasing Assistant**

To assist in obtaining pricing for all goods and services in conjunction with Purchasing Policies.

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### **Receptionist**

Greets, directs, and assists the general public. Answers questions about charges, bond amounts, and other concerns. Receives, screens, and directs telephone calls.

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### **Secretary I**

Performs general clerical and office related responsibilities such as greeting the public and answering the telephone. Provides staff assistance and maintains and retrieves files. Orders and tracks office supplies.

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### **Secretary II**

Performs complex clerical and office related responsibilities such as responding to inquiries and greeting the public and answering the telephone. Provides staff assistance and maintains and retrieves files. Reviews information prior to distribution. Prepares and initiates paperwork for review and signature.

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## Senior Buyer

Assists in the development/implementation of County-wide policies and procedures to ensure compliance with County Purchasing Act. Purchases materials, supplies, equipment, and services, makes quote awards and determinations, and receives, tabulates, and analyzes bids. Prepares bid invitations and reviews requisitions/purchase orders, and coordinates the sale of surplus/salvage property.

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## Sergeant Deputy Sheriff

Manages, evaluates, and supervises assigned Sheriff Department employees in patrol, civil, corrections, warrants, and transportation, communications, administrative, and public outreach operations, activities, and programs.

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## Superintendent-General Road Administration

Performs supervisory work regarding scheduling and maintenance of the County's road and bridge system. Inspects roads and bridges and works with engineering to develop annual work plans.

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## Supervisor – Policies & Procedures

Supervises, directs, and evaluates employees. Checks on casework management, acts as a liaison between casework division, billing department, and secretary. Assist director in implementing departmental policies and procedures, including training employees. Processes promissory notes, monitors employees' leave, and handles problem clients.

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## Supervisor of Nurses

Supervises and manages the nursing division and provides support for the nurses as needed. Coordinates nurse education and training. Assists in the development of quality assurance for the nursing division.

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## Supervisor-Communications

Monitors communications concerning crimes and emergencies. Coordinates schedules and maintenance activities to all personnel and systems. Coordinates activities between contracted agencies.

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## Survey Technician

Surveys roads and areas for right of way acquisition and related purposes. Checks flood plains for appropriate permitting and placement of housing and other structures. Sets and retrieves traffic counters. Maintains records of findings.

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## Systems Manager

Implements, administers and maintains computer hardware and software systems for the communications center. Manages external connections to contracted cities and related entities. Performs preventive maintenance and installs as necessary,

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## Truck Driver I

Operates dump trucks in hauling road materials, operates other road construction equipment as assigned by Foreman. Works with road maintenance crews as assigned by Foreman. Keep assigned equipment serviced and makes minor repairs.

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## Truck Driver II

Hauls gravel and asphalt for roads and dumps materials as directed at job site. Inspects, services and grease vehicles. Changes tires on truck when flats occurs.

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## Truck Driver III

Hauls gravel in trailer dump truck. Lubricates and services trucks and other equipment as required. Changes tires when necessary. May operate tractor / shredder and other road and bridge machinery and equipment. Works with asphalt and Road & Bridge crews as needed.

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Close

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