

**Position Title:** Truck Driver/Laborer

**Statement of Duties**

Position provides skilled and unskilled labor and operates heavy trucks and power equipment for the Town's Highway Department. Responsibilities include operating trucks and equipment used to maintain town streets, and performing a variety of laborer functions. Work includes sweeping streets, removing snow and debris from roads, hauling and spreading construction materials, and performing similar or related duties as required.

**Supervision**

Employee works under the general supervision of the Foreman. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. Any questionable cases are referred to the supervisor for clarification or interpretation. Supervisor checks employee's work only to insure that completed work, methods used are technically accurate, and that instructions are followed.

Employee does not have any supervisory responsibilities.

Employee does not have access to any confidential information.

**Job Environment**

Position responsibilities require the use of judgment and initiative to interpret the numerous standardized practices, procedures, or general instructions governing the work. Employee is expected to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline for a given situation.

Errors can result in delay or loss of service, personal injury, injury to others, legal repercussions, and/or damage to buildings or equipment.

The position has occasional contact with the public and other town departments to respond to inquiries and complaints, and provide information and assistance. Contact usually occurs in person.

Employee is required to be on call on a rotating basis for one week at a time, and may be called in at any time to respond to emergencies.

## **Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.*

### **Essential Functions**

1. Operates truck to haul and spread construction materials for public works projects, plows snow, hauls gravel, and a variety of other materials as needed for public works projects.
2. Efficiently operates a variety of vehicles and equipment including mowers, street sweepers, and dump trucks; ensuring that all safety precautions are followed.
3. Performs a variety of laborer functions such as patching roads, cutting brush, digging graves, operating chipper, mowing lawns, collecting leaves, and related functions.
4. Perform a CDL circle check; lubricates, adds oil, inflates tires and otherwise services equipment to ensure proper operation; reports any malfunctions to supervisor, and may assist in making minor repairs and maintenance.
5. Maintains highway facility, sweeps floor, organizes tools, paints and makes repairs as necessary.
6. Prepares for and responds to seasonal challenges including snow removal, snow and storm water, flooded areas, trees downed, construction projects, and repair and maintenance of equipment and machinery.
7. As requested, required to participate in all snow and ice removal operations and other emergencies declared by the department.
8. Performs other duties as required by the supervisor.

## **Recommended Minimal Qualifications**

### **Physical and Mental Requirements**

Employee works on loud to very loud construction sites and is exposed to outdoor weather conditions, and moving mechanical parts more than 2/3<sup>rd</sup> of the time; toxic or caustic chemicals, fumes or airborne particles, and risk of electric shock up to 2/3<sup>rd</sup> of the time; and high places, traffic, and hazardous driving conditions up to 1/3<sup>rd</sup> of the time. Employee is required to sit, use hands, stoop, kneel, and reach with hand and arms up to 2/3<sup>rd</sup> of the time; stand, walk, talk, listen, climb, balance, and smell up to 1/3<sup>rd</sup> of the time. Employee frequently lifts up to 10 lbs., occasionally lifts up to 60 lbs., and seldom lifts up to or more than 100 lbs. Normal vision is required for this position. Equipment operated includes light to medium tonnage trucks, automobile, heavy equipment, trucks more than 26,001 lbs., light equipment, pneumatic tools, power tools, and hand tools.

### **Education and Experience**

A candidate for this position should have a High School diploma or equivalent; minimum of three- (3) years of experience in construction, truck driving, and equipment operation; or an equivalent combination of education or experience.

### **Special Requirements**

A candidate for this position is required to have a valid Class B Commercial Driver's License (CDL).

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of:

- Materials, methods, and current practices essential to the maintenance of town streets and roadways
- Traffic control devices and procedures
- Truck and equipment operation in a safe manner
- Geographic layout

Skill in:

- Safe and effective equipment and vehicle operation techniques

And ability to:

- Follow directions and work as part of a team
- Detect and report equipment malfunctions
- Perform the physical requirements of the position, in all weather conditions