

Amherst  
Adopted Oct 2001

## **LABORER / TRUCK DRIVER**

### **JOB SUMMARY**

Responsible for the skilled and safe operation of and routine preventative maintenance of assigned trucks, light construction equipment, and hand and power tools used in the construction and maintenance of roads and other public works projects. Performs manual labor tasks incidental to the operation and maintenance of assigned equipment such as the loading and unloading of materials and the performance of unskilled and semi-skilled work on construction and maintenance projects. Performs other public works department duties which may be temporarily assigned to include but not necessarily limited to: vacation and absence stand-in for other public works department personnel; building and ground maintenance, transfer station maintenance, and support for road, bridge, and sidewalk construction, maintenance and repair, to include winter storm operations.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Director of Public Works, who assigns areas of responsibility, outlines policy, reviews work in progress and/or completion, and provides instruction as necessary. Duties are performed in accordance with established and specified procedures. Will be assigned to and subordinate to Highway Department Lead Foreman and other public works department crew leaders.

### **SUPERVISION EXERCISED**

None

## **EXAMPLES OF ESSENTIAL DUTIES**

[Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class].

1. Regularly operates one or more of the following pieces of equipment: pick-up truck, chipper, compactor, asphalt saw etc. When not engaged in equipment operation performs various skilled and semi-skilled tasks essential to public works operations.
2. Makes minor field repairs and adjustments to equipment, reports need for major repairs to Public Works Director or Lead Foreman.
3. Operates trucks during road maintenance and construction jobs hauling aggregate material such as cold patch, gravel, sand, hot top and stone.
4. Operates during winter storm emergencies at all hours of the day or night operating plow and sander-equipped trucks. Shovels snow and loads and spreads sand and salt on sidewalks, bridges and steps; thaws and clears culverts.
5. Mows roadside grass, weeds, and brush, rakes and packs leaves and debris, trims limbs, and cuts downed limbs with power equipment, such as mowers, trimmers, chain saws and chippers or with hand tools.
6. Loads and unloads heavy materials from trucks and vans, stocks materials in storage areas or at work sites.
7. Installs traffic signs as described in the MANUAL on UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.). Installs guardrails and work zone safety equipment, may perform flagging operations in work zones.
8. Digs trenches, ditches and holes with pick and shovel; moves material by hand with buckets and wheelbarrows; uses air and hydraulic equipment for breaking asphalt and concrete, sandblasting and drilling.
9. Places and rakes to grade hot bituminous asphalt and other pavement treatments such as cold patch, and tack coats using wheelbarrow and hand tools.
10. Assists in the maintenance and repairs of bridges to include painting, chipping and removing, installs and cleans culverts and other drainage systems; installs and cleans catch basins, and ditches.

11. Services and performs minor routine maintenance on light duty trucks, light equipment and portable power equipment and hand tools

12. Performs other essential duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Experience with the functions, operating methods, and care required in the operation and maintenance of light construction equipment used in public works projects. Experience with the use of and the ability to perform minor servicing and maintenance on light power equipment, such as mowers, chain saws, portable pumps and generators, etc. Ability to safely and skillfully operate motor vehicles, to include light duty trucks, with manual and automatic transmissions. The ability to perform minor building maintenance work to include the use of hand and power tools used in carpentry, masonry, and painting. The ability to read and understand written instructions and technical manuals generally used in the execution of duties assigned; ability to read written and interpret instructions in the form of work orders, policies, rules and regulations. The ability to write legibly and clearly in the completion of log sheets, forms and other records. The ability to establish and maintain effective working relationships with other employee; ability to understand and follow oral instructions; ability to effectively and professionally communicate with the general public.

### **LICENSURE AND CERTIFICATION REQUIREMENTS**

NH Commercial Motor Vehicle Driver's License, Class B License

### **MINIMUM QUALIFICATIONS REQUIRED**

High School diploma or equivalent; plus three (3) years experience in the operation and routine servicing of commercial trucks and light construction equipment, and in road and site work construction; **OR** any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS**

Must be able and willing to perform strenuous physical work under all climatic conditions such as extreme heat and cold, high winds, rain, and snow. Duties may require, heavy lifting, twisting, bending, squatting, kneeling, and may require crawling and climbing; working in garages in dirty and greasy areas, in cramped positions, with exposure to noise and other hazards from operating engines and equipment; work in trenches and excavations in wet and muddy conditions.

***The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.***

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_