

2003

TRUCK DRIVER

JOB SUMMARY

Operates heavy-duty trucks safely and efficiently. Performs a variety of heavy semi-skilled and unskilled manual work in the construction, repair, cleaning, and maintenance of Town roads, culverts, and other public works projects. Exercises some judgment and resourcefulness in applying maintenance methods and correcting hazardous road conditions.

SUPERVISION RECEIVED

Works under the supervision of the Road Agent or designated supervisor who assigns work and directs and evaluates work on a continuous basis for conformance with instructions and for the safety and care exercised in operating equipment. Consults with Road Agent when unexpected hazards arise and with regard to any mechanical malfunctions. After instructions have been given, work is generally performed without direct supervision.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Routinely operates dump truck in loading and unloading materials; hauling asphalt, gravel, sand, dirt, stone, and other road materials; hauling debris; and carrying tools, equipment, and supplies associated with road maintenance, repair, and construction.
2. Performs various semi-skilled tasks essential to public works operations, including mowing grass, digging trenches, laying asphalt, patching pot holes, cutting and chipping brush and tree limbs, laying pipe, repairing, replacing, and cleaning storm drains, picking up litter along roadsides, and other duties associated with maintaining and reconstructing roads.
3. Operates light equipment necessary to maintain and repair Town roads and properties, including snow blower, lawn mowers, weed whacker, chipper, chain saw, and other hand and power equipment.
4. Operates heavy equipment involved in highway maintenance and construction projects, including backhoe, loader, bull dozer, snow plow and wing, and salting/sanding truck.

5. Performs curbside pickup of Town residents' trash; empties refuse from trash cans into trash compactor truck. Empties dumpsters located at Town dump and at Town Hall.
6. Maintains Town properties and cemeteries, including sweeping sidewalks and mowing lawns.
7. Performs preventative and routine maintenance such as changing oil and greasing of Highway Department vehicles.
8. Available to meet emergency situations during Winter weather; plows and hauls snow, spreads salt and sand, and snow blows sidewalks.
9. Assists at Town meetings by erecting and dismantling voting booths.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of the principles and practices of operating heavy-duty dump truck as well as other heavy maintenance and construction equipment; knowledge of the operation, use, methods, materials, and maintenance of equipment used on highway maintenance and public works projects; knowledge of the work hazards, safety practices, and traffic laws relating to heavy equipment operation; knowledge of State laws and regulations pertaining to motor vehicle operations. Skill in the operation and routine care of heavy-duty dump trucks. Ability to learn to operate and maintain heavy-duty construction and road maintenance equipment; ability to operate light equipment; ability to learn the basic duties in road maintenance and construction; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to read and interpret work orders and plans; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with supervisors and the public; ability to be on call for public works emergencies.

MINIMUM QUALIFICATIONS REQUIRED

One year's experience in the operation and maintenance of heavy-duty dump trucks and the performance of heavy physical labor. Possession of a valid CDL-B. Possession of sufficient physical ability to perform the required tasks; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities; AND willingness to be on call to meet emergency situations and to work outdoors under extreme weather conditions.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work. Regularly works outdoors under hazardous road conditions, in varying and extreme weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, household garbage, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of culverts, ditches, and heavy machinery and standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to continuous noises and minor injuries such as cuts and bruises; exposure to long periods of sunlight; poisonous plants, and insects and bees.

2002

Class Title:	Truck Driver/Laborer
Department:	Public Works
Division within Department:	Highway
Original Date:	October 1991

GENERAL PURPOSE

Performs semi-skilled and skilled operations of heavy duty trucks and/or light duty motorized equipment. Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town's water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Foreman. Duties are generally performed independently following an established routine.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations 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 the position.

1. Operates backhoe, front-end loader, snowplow and wing, and similar pieces of equipment; operates trucks on road maintenance and street construction hauling cold patch, gravel, sand and rocks.
2. Performs various semi-skilled tasks essential to public works and utilities operations such as mowing, sweeping, chainsaws, cut-off and chipper saws, raking, digging, clearing culverts, lay asphalt, etc.
3. Operates on an emergency and seasonal basis, trucks and equipment for winter snow removal and other seasonal clean-up operations. Must be available for winter snow removal.
4. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
5. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
6. Performs all duties in conformance to appropriate safety and security standards.
7. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling for the Town's water, sewer, street, and storm drainage facilities and systems.

8. Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:

- a. Graduation from high school education or GED equivalent, and
- b. Two (2) to three (3) years experience in the operation of heavy duty trucks and maintenance equipment, and
- c. Possession of a valid New Hampshire Driver's License Class CDL-B, or
- d. Any equivalent combination of education and experience.

2. Necessary knowledge, Skills and Abilities:

- a. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- b. Some knowledge of operating characteristics of light to heavy duty automotive and related equipment;
- c. Knowledge of water and sewer utility maintenance and repairs
- d. Skill in operation of some of the listed tools and equipment.
- e. Ability to perform heavy manual tasks for extended periods of time;
- f. Ability to work safely;
- g. Ability to communicate effectively verbally and in writing;
- h. Ability to establish and maintain effective working relationships with employees, other departments and the public;
- i. Ability to understand and carry out written and oral instructions.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, aerosol propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

2002

TRUCK DRIVER
(PART-TIME SEASONAL)

JOB SUMMARY

Performs skilled and semi-skilled work in the operation of heavy duty trucks, snow plows and sanders, and loaders. Work involves responsibility for the safe and efficient operation of trucks and similar equipment used in the plowing and hauling of snow and the salting and sanding of roadways. May perform related manual labor tasks incidental to the operation of assigned equipment, such as the clean up of storm debris.

SUPERVISION RECEIVED

Works under the general supervision of the Road Agent who assigns work and directs and evaluates work on a continuous basis for conformance with instructions and for the safety and care exercised in operating equipment. Consults with Road Agent when unexpected hazards arise and with regard to any mechanical malfunctions. After instructions have been given, work is generally performed without direct supervision.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Operates on an emergency and seasonal basis, trucks, loaders, and related equipment for snow removal and other storm clean-up operations, including plowing and hauling snow and spreading sand and salt.
2. When not engaged in truck operation, performs preventative and routine maintenance on heavy and light equipment; makes minor repairs to equipment and reports any major repairs that may be required to the Road Agent
3. Performs manual labor picking up and removing storm debris from the Town's roadways, including brush and downed trees.
4. Available to meet emergency situations.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of the methods, materials, tools, and equipment used in snow management and removal projects; thorough knowledge of the work hazards, safety practices, and traffic laws relating to construction equipment operation. Knowledge of State laws and regulations pertaining to motor vehicle operations and the spillage law; knowledge of the workings and operations of gas and diesel-powered engines. Operating knowledge of hydraulics. Skill in the operation and maintenance of heavy duty trucks and other equipment used for winter maintenance of roadways, including a loader, snow plow and wing, sander, dump truck, and related equipment; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to read and follow State and local laws, rules, regulations, and policies and procedures; ability to detect errors in equipment operations and maintenance; ability to understand and follow oral instructions; ability to establish and maintain effective working relationships with supervisor, coworkers, and the public; ability to be on call 24 hours a day.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or the equivalent with one to two years experience in the operation and routine servicing of trucks and other highway equipment; possession of a valid CDL-B; possession of sufficient physical ability to perform the required tasks; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. ALSO the availability 24 hours per day to meet emergency situations.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as snow, ice, dirt, dust, grease, and other disagreeable materials; physical demands include traversing rough or slippery terrain and climbing in and out of heavy machinery.

2001

LABORER/TRUCK DRIVER

JOB SUMMARY

Performs a variety of semi-skilled and unskilled manual work in the construction, repair, cleaning, and maintenance of Town roads, culverts, catch basins, drainage systems, and other public works projects. Responsible for the safe and efficient operation of heavy-duty trucks and other Highway Department equipment and tools.

SUPERVISION RECEIVED

Works under the direct supervision of the Working Foreman and Highway Superintendent who assign work, provide instructions as necessary, and review work in progress and/or at completion for conformance with instructions, as well as for the safety and care exercised in operating equipment. Duties are performed according to established and specified procedures.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Operates heavy-duty dump trucks in picking up and delivering equipment, materials, debris, and supplies, and on-road maintenance and street construction work hauling cold patch, gravel, sand, and rocks.
2. Operates loader, street sweeper, grader, roller, wood chipper, tractor, sanders, and plows. Transports large equipment with a trailer to job sites. Uses heavy-duty equipment to spread sand, gravel, and asphalt; dig trenches, ditches, holes, and graves; install culverts and catch basins; patch roads and swales; lay pipe; mow roadsides; compact road surface; and pave roads.
3. Operates hand saws, chain saws, weed whacker, shovels, brooms, picks, rakes, and other hand and light power tools. Uses such equipment to perform various semi-skilled and unskilled tasks essential to public works operations such as shoveling, sweeping, raking, digging, cleaning culverts, drains, roads, and ditches, installing and replacing road signs, and cutting brush and wood.

4. Maintains trucks, including changing oil, replacing parts, and washing vehicles; maintains other Department equipment, including loader, grader, roller, sweeper, wood chipper, sanders, and plows.
5. Assists in controlling traffic at construction sites.
6. Responds to emergency situations when needed, including sanding and salting roads and plowing and removing snow, and assisting with water main and sewer breaks.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of the principles and practices of operating heavy-duty dump truck as well as other heavy maintenance and construction equipment; knowledge of the operation, use, methods, materials, and maintenance of equipment used on highway maintenance and public works projects; knowledge of the work hazards, safety practices, and traffic laws relating to heavy equipment operation. Some knowledge of State laws and regulations pertaining to motor vehicle operations. Skill in the operation and care of heavy-duty dump trucks. Ability to operate a dump truck; ability to learn to operate and maintain heavy-duty construction and road maintenance equipment; ability to operate light equipment; ability to learn the basic duties in road maintenance and construction; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to read and interpret work orders and plans; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with supervisors and the public; ability to be on call for public works emergencies.

MINIMUM QUALIFICATIONS REQUIRED

One year's experience in the operation and maintenance of heavy-duty dump trucks and the performance of heavy physical labor. Possession of a valid CDL-B. Possession of sufficient physical ability to perform the required tasks. Willingness to be on call to meet emergency situations and to work outdoors under extreme weather conditions; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting

unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of heavy machinery; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.

