

Town of Shelburne Job Description

Job: Truck Driver/Laborer

Department: Highway

Reports To: Highway Superintendent

FLSA Status: Non-exempt

Prepared Date: April, 2003

Approved Date: April, 2003

SUMMARY

The Truck Driver/Laborer, Highway is responsible for operation of trucks and equipment used in maintaining the Town roads and other properties in all seasons. The employee in this position is also responsible for working as a laborer on various Town projects as required.

As a Town employee, you are expected to demonstrate commitment to excellence through positive behavior toward all quality initiatives as well as through teamwork and to promote and conform to all quality standards. These include but are not limited to core values and customer service values. You are expected to participate in drafting and implementing Department Quality Service Standards, serve and participate on teams when invited and continuously support co-workers who are serving on teams. It is essential that you avail yourself of all communications regarding team activities and quality initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Truck Driver/Laborer is responsible for carrying out his or her duties while representing the Town professionally at all times. You must ensure that the highest quality of customer service is provided to all delivery systems within your authority as you carry out the following:

1. Use trucks to haul materials and plow.
2. Operate various machinery and equipment including a front end loader, backhoe/loader, mowers, chainsaws and weed wackers.
3. Provide manual labor on various Town projects.
4. Provide maintenance assistance to other departments when necessary.

5. Perform such other duties as the Department Head may require.
6. Take individual responsibility for working in a safe manner and adhere to the Town's safety policies.
7. Be on-call once every 5 weeks from April 1 – October 31, and weekly from November 1 – March 31.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Candidates for this position must have:

1. A high school diploma or equivalent, and two years of related experience.
2. A Commercial Driver's License or the ability to obtain one within 6 months after hire.
3. Excellent interpersonal and communication skills and the ability to deal effectively with other staff and the general public.
4. The ability to be detail oriented and quality driven.
5. Good organizational skills, and the ability to plan and prioritize work effectively and ensure the completion of work.
6. The ability to work independently with minimal supervision.
7. The ability to excel in a team oriented, customer driven environment.
8. The ability to develop and maintain positive internal and external customer service relationships.
9. An excellent past work record.

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.

The Truck Driver/Laborer shall be able to:

1. Use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
2. Frequently stand, occasionally walk; talk or hear; sit; bend; climb to a height of 30' and balance; stoop, kneel, crouch, or crawl; and smell.
3. Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
4. Use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
5. Climb in and out of trucks and ditches.

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 occasionally works in outside weather conditions. The employee often works near moving mechanical parts, and is often exposed to wet and/or cold weather for extended time periods. The employee is occasionally exposed to fumes or airborne particles. The noise level is usually moderately loud.

SELECTION GUIDELINES

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

The duties listed above 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.

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.

Approval: _____ Approval: _____
Supervisor Employee