

**JOB TITLE:** Truck Driver/Heavy Equipment Operator

**STATUS:** Full Time

**DEPARTMENT:** Public Works

**SUPERVISOR:** Director of Public Works and/or Public Works Foreman

**GENERAL DESCRIPTION:**

This position is responsible for operating all department equipment and vehicles, performing both skilled and manual labor which aids in the maintenance and construction of the Town's facilities and roads. May be subject to call-ins at all times for winter snow and ice removal and other emergency and non-emergency situations.

**JOB DUTIES:**

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Operate heavy equipment, trucks, and other equipment for the maintenance of the Town's facilities and roads.
2. Perform daily maintenance and safety inspections of assigned equipment.
3. Provides routine surveillance to ensure permanent and temporary traffic control devices are installed and maintained as prescribed in the Manual of Uniform Traffic Control Devices.
4. Performs winter maintenance such as snow plowing, shoveling, salting and sanding during winter weather conditions as needed.
5. Performs highway right of way maintenance by mowing, cutting trees, and trimming and removing brush for proper vision and safe travel.
6. Perform general construction and maintenance on the Town's facilities and roads including shoveling dirt, painting, culvert replacement,

brushing, patching, and shoulder maintenance.

8. Perform general building and facility grounds maintenance at all Town facilities.
9. Perform other duties as assigned by the Director of Public Works or Foreman.

**REQUIRED QUALIFICATIONS:**

1. High School Diploma or its equivalent.
2. Must have a minimum of a class "B" CDL and attain a Class "A" CDL within six months of hire.
3. Must have at least one year experience operating heavy equipment and power tools.
4. Must have at least one year experience performing outdoor maintenance tasks.
5. Must be able to pass a pre-employment drug screen and a pre-employment physical with a 75 pound lifting capability.
6. Must be willing to work significant overtime as required, especially during the snow plowing season.

**DESIRABLE QUALIFICATIONS:**

1. Ability to understand and effectively carry out written or verbal instructions.
2. Ability to learn assigned tasks readily.
3. Ability to work well with others.
4. Ability to speak with the general public on matters pertaining to Public Works operations.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

1. Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, construction equipment, hand tools and two-way radios.
2. Ability to work outside and therefore be exposed to differing levels of environmental conditions (snow, wind, rain, dust, temperature extremes, etc.) as well as fumes or airborne particles.
3. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skills and training.
4. Ability to perform frequent shoveling, raking, sitting, standing, kneeling, or bending for extended periods of time.
5. Ability to regularly lift 50 lbs and occasionally 75lbs