

## TOWN OF ROME POSITION DESCRIPTION

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**POSITION TITLE:** Truck Driver/Heavy Equipment Operator (Full-time)  
**DEPARTMENT(S):** Public Works, Parks, Solid Waste, Buildings & Grounds and Cemetery  
**REPORTS TO:** Director of Public Works and/or Public Works Foreman

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### 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.
7. Perform general building and facility grounds maintenance at all Town facilities.
8. Perform other duties as assigned by the Director 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 lbs. lifting capability.
6. Must be willing to work 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 or alone.
4. Ability to speak with the general public on matters pertaining to Public Works operations.
5. Self-motivated person, capable of problem solving.

**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 75 lbs.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities but are an overview of the duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as needs and requirements change.

The Town of Rome is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I, \_\_\_\_\_, acknowledge receipt of a copy of the Job Description for the Truck Driver/Heavy Equipment Operator position and agree to perform my duties as stated above.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_