

<b>Job Title:</b> Truck Driver	<b>Hours per week:</b> 40	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> DPW Superintendent	<b>Department:</b> Public Works	<b>Grade:</b> Grade 5(Contract)
<b>Created date:</b>	<b>Revised date:</b>	<b>Approved date:</b>
<b>Created by:</b>	<b>Revised by:</b>	<b>Approved by:</b>

**TOWN OF STERLING**  
**TRUCK DRIVER/SKILLED LABORER**

**Statement of Duties**

Performs a range of skilled and semi-skilled manual duties including the operation of motor vehicles and DPW equipment; all other related work as required.

**Supervision**

Works under the direct supervision of an Assistant Superintendent of Public Works. Incumbent receives direct orders from a supervisor who indicates the general work to be performed and outlines the services to be provided. While an employee receives work instructions on the job, employee exercises independent judgment and initiative in the provision of services.

**Job Environment**

Work is performed mainly out-of-doors in all kinds of weather conditions. Incumbent is expected to perform work while walking on rough terrain, often working outside of a vehicle digging ditches, loading and unloading materials, mowing lawns, etc.

Most contact is with supervisor for the purpose of receiving work assignments and instructions. Other contacts are with co-workers for the purpose of exchanging information about the work at hand. Makes occasional contact with the general public for the purpose of reporting potential safety hazards or supplying general information or assistance. Contact is by telephone, in person, and personal meetings.

Errors in the use of equipment in accordance with established procedures could lead to endangerment of public health and safety; could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

**Essential Functions**

*The essential functions or 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.*

Operates a variety of motor vehicles, power and hand tools including air compressor, jackhammer, chain saw, lawn mower, snow blowers and plows.

Performs duties of a skilled craftsman, depending upon the extent of training and experience acquired through vocational training and on-the-job training.

Occasionally performs work on buildings and structures by painting, carpentry and some building maintenance tasks such as replacement of windowpanes, changing light fixtures, adding or replacing shelves etc.

May be required to maintain water pumps, work on underground water mains and repair leaks on water mains and sewers.

Maintains vehicle, making sure that fuel supply is adequate, checks engine oil and transmission fluid routinely and makes sure that routine vehicle service schedules are conducted on a timely basis.

Shovels snow and removes ice from public areas; may drive trucks over 26,000 G.V.W. in snow removal operations and assists in the sanding/salting of roads.

May be required to perform duties during off-duty hours including when called from standby status for emergencies.

Performs other similar or related work as required or as the situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience**

High School Degree plus at least two years prior experience in general maintenance and construction work; or any equivalent combination of education and experience which provides the required knowledge, skills, or ability required.

### **Special Requirements**

Possession of a Massachusetts Commercial Driver's License (CDL)

Hydraulic License - preferred

### **Knowledge, Ability, and Skill**

**Knowledge:** Working knowledge of operation. Working knowledge of operation and maintenance of power driven equipment and use of hand tools generally used in public works construction and maintenance work. Working knowledge of occupational hazards and of safety precautions to be exercised to ensure safe operation of vehicle, and to assure the safety of fellow workers and the general public.

**Ability:** Ability to interact in a positive and effective manner with employees and the general public. Ability to execute oral and written instructions in a precise manner. Ability to analyze the proper performance of a motor vehicle by following a preventive maintenance service schedule. Ability to operate motor vehicles, including trucks over 26,000 pounds and power and hand tools.

**Skill:** Excellent employee relations and public relations skills and ability to handle multiple tasks. Good judgment, motor operating skills and able to maintain effective staff and customer relations. Demonstrated basic craft skills such as carpentry, masonry, plumbing or related skills.

### **Physical and Mental Requirements**

Moderate to heavy physical effort required in connection with the operation and maintenance of department equipment and performing manual tasks. Physical demands may require the changing of a flat tire and occasional lifting of objects up to 100 pounds. Must be able to access all areas of a construction work site. Traffic congestion could be stressful and the incumbent must use caution while driving, particularly during inclement weather. There is likely to be a great deal of standing, walking, sitting and talking or hearing; use of hands to finger, handle or feel objects, tools or controls and to reach with hands and arms, bending and climbing and working in dimly lit areas. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally. Specific vision requirements include close vision and the ability to adjust and focus. The use of equipment can often be conducted in hazardous conditions, and employee must be watchful at all times for potential safety hazards.

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