

**POSITION DESCRIPTION
CITY OF PLYMOUTH, INDIANA**

POSITION: Truck Driver/ Laborer
DEPARTMENT: Street
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: May 2017 **STATUS:** Full-time
DATE REVISED: **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The City of Plymouth provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Truck Driver/ Laborer for the City of Plymouth Street Department, responsible for operating a variety of machinery and equipment, and maintaining City streets, vehicles, and properties.

DUTIES:

Drives and operates various Street Department equipment and vehicles to accomplish a variety of tasks, including, but not limited to, hauling, dumping and spreading gravel, sand, asphalt, plowing snow, picking up and hauling trash, and transporting Street Department equipment, tools, and materials.

Operates various types of equipment and vehicles such as dump truck, garbage truck, roller truck, riding mower, snow plow, street sweeper, grader, front-end loader, skid-steer, back-hoe, salt spreader, traffic line painter, roller, cement mixer, pick-up truck, car, van, and related pneumatic or hydraulic equipment and tools.

Clears and maintains City streets and right-of-ways, including, but not limited to, hauling and spreading road materials, loading, hauling and unloading various items such as snow, dirt, debris, brush, yard waste, discarded furniture and appliances, trees/limbs, cement and construction materials, and refuse.

Performs a variety of labor intensive duties, including, but not limited to, cleaning office and garage, loading and unloading vehicles, installing concrete sidewalks, obtaining core samples of concrete, patching and repairing streets, grading berms, shoveling gravel on alleys, shoveling snow, trimming and/or removing trees and stumps on City property, and cleaning properties in response to code enforcement violations.

Performs a variety of street and city maintenance duties, including, but not limited to, general building maintenance such as electrical, plumbing, and general repairs, cleaning, painting, and repairing city owned buildings and properties, mowing and trimming, manufacturing and installing street signs, repairing electric poles and lamps, and painting roadways and curbs.

Performs a variety of vehicle and equipment maintenance duties, including, but not limited to, monitoring/checking vehicle lighting systems, brakes, horn, safety devices, and gauges, checking fluid levels, performing preventive maintenance, and assisting mechanics as needed. Reports equipment failures/deficiencies to supervisor as required.

Performs duties of other staff in their absence, or as needed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Ability to meet all Departmental hiring requirements, including passage of a medical exam, drug test, and written exam.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Working knowledge of assigned Department trucks, vehicles and equipment, and ability to safely load and haul materials, clear winter roads, and complete related maintenance and safety measures.

Working knowledge of local geography and ability to read road maps.

Ability to operate various trucks and, heavy equipment such as dump truck, roller truck, garbage truck, front-end loader, skid-steer, back-hoe, street sweeper, salt spreader, traffic line painter, roller, cement mixer, pick-up trucks, cars, vans, and related pneumatic or hydraulic equipment and tools.

Ability to operate various hand/power tools, such as hammer, screw driver, wrenches, drills, power saws, ball blower, air nozzle, air compressor, ratchet, files, micrometer, mop, broom, gauges, steam cleaner, fork lift, pallet jack, pressure washer, sand blaster, grinder, drill press, cutting torch, welding equipment, transit laser, and plotter.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or to maintain confidentiality of department information and records according to State requirements.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to count/make simple arithmetic additions/subtractions.

Possession of a valid Indiana driver's license and a commercial driver's license (CDL) with required endorsements, and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of driving and street and building maintenance duties with work priorities primarily determined by supervisor and service needs of the public. Incumbent is under indirect or occasional supervision. Assignments are guided by definite objectives using a variety of methods or procedures, and are set jointly by incumbent and supervisor. Incumbent has moderate flexibility on the job.

Incumbent reports directly to Supervisor.

III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, such as driving, standing/walking for long periods, sitting for long periods, pushing/pulling objects, lifting objects weighing over 50 pounds, crouching/kneeling, bending at the waist, reaching, close/far vision, depth perception, handling/grasping objects, carrying objects, reaching, speaking clearly, crouching/kneeling, color perception, and hearing sounds/communication.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties outdoors and in trucks/heavy equipment working on repair of city streets, and in high places, such as ladders, roofs, bucket trucks, working in extreme hot or cold temperatures, walking on uneven terrain, working in wet/icy surroundings, working in confined areas, exposed to moving mechanical parts, and exposed to fumes or

airborne particles and toxic or caustic chemicals. Incumbent is exposed to the hazards associated with operating heavy equipment and driving over intra-state highways, including the risk of electrical shock and vibration.

Incumbent occasionally works extended work hours, weekends, and evenings, and travels out of town, but not overnight, to pick up part and materials.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Truck Driver/ Laborer for the Street Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name