



CITY OF DOVER, NEW HAMPSHIRE Position Description

Position: Truck Driver - Utilities	Position Control No: XX-XX-XX-XX
Classification-Series: Truck Driver	FLSA Status: Non-Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Labor & Trade Services	Union - Grade: AFSCME – Grade 14
Organizational Unit: Community Services Department	Primary Job Location: 271 Mast Road

JOB SUMMARY: Performs skilled and semi-skilled work in the operation and preventive maintenance of heavy duty trucks and similar equipment used in the construction and maintenance of streets, drainage systems and other public works projects, and in the performance of allied duties. Employees of this class are also responsible for undertaking manual labor tasks associated with the operation of assigned equipment, such as the loading and unloading of materials and the performance of unskilled and semi-skilled work on construction and maintenance projects.

ACCOUNTABILITY: Works under the general supervision of a foreman, Superintendent or other administrative superior and after instructions have been given, work is often performed without direct supervision. Work is reviewed by a superior for conformance with instructions and for the safety and care exercised in operating equipment.

SUPERVISION EXERCISED: May be assigned to direct unskilled and semi-skilled workers assigned to assist them on construction and maintenance projects.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; personal protective equipment, various hand and power tools; electronic, mechanical, and hydraulic equipment; two-way radio and pager; passenger and commercial motor vehicles; heavy equipment.

TYPICAL WORK ENVIRONMENT: Inside: 5% Outside: 95%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Operate dump, flat bed, or other trucks in picking up and delivering materials, debris, tools and supplies, and road maintenance and street construction work hauling cold patch, gravel, sand, and rocks.
2. Services vehicle with gas, oil, and water and performs minor maintenance work; notifies superior and mechanics of need of repair. Assists mechanics in repair of vehicles as necessary.
3. Perform various manual labor tasks such as assisting in street patching, laying pipe, helping with manhole maintenance, and picking up debris. Assists in storm drain construction, maintenance and repair Seasonal duties include plowing snow, hauling snow and spreading sand/salt. Also performs such tasks as cutting grass, cutting brush, & raking.
4. Prepare trucks and equipment, on an emergency and seasonal basis, for snow removal and other seasonal clean up operations.
5. Operate vehicles in such a manner as to maintain the mechanical and structural integrity of assigned vehicles in compliance with all laws, ordinances, policies and procedures at all times.

6. Perform heavy physical work under varying and adverse weather conditions.
7. Understand and follow oral and written instructions in completing work assignments.
8. Supervise the work of unskilled and semi-skilled workers involved in routine road maintenance and construction activities, as may be assigned.
9. Occasionally operates heavy equipment as a trainee.
10. Maintains availability when requested to meet emergency situations.
11. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
12. Maintains familiarity with and executes safe work procedures associated with assigned work.
13. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Occasionally required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Occasionally required.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 2 hour Walk: 2 hour</p>	<p>TOTAL HOURS: Sit: 2 hours Stand: 3 hour Walk: 3 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>
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TYPICAL WORK SURFACE(S): Service counter; tables; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding, outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches; within operator cabs and on trucks and heavy equipment/machinery.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad; computer mouse; electronic, mechanical, hydraulic control; radio/pager; motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work may be near moving or mechanical parts and on or around heavy equipment. May be exposed to fumes, airborne particles, fuel, solvents, lubricants, and toxic or caustic chemicals. May also be exposed to biting insects, poisonous plants, herbicides and/or pesticides.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Demonstrated skill and experience in the operation and care of heavy duty trucks and related construction equipment. Knowledge of the principles and practices of operating and servicing heavy duty construction equipment. Knowledge of traffic laws, regulations, and safety procedures related to truck and heavy equipment operations. Ability to understand, follow and make oral and written instructions. Sufficient physical strength, conditioning and agility to perform strenuous manual labor for extended periods of time under varying weather and climactic conditions.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High School diploma or equivalent and two (2) years experience in the operation and care of heavy duty trucks, OR an equivalent combination of education and experience which demonstrates possession of the knowledge, skills and abilities required for the position. Must maintain valid New Hampshire CDL- B with Air Brake Endorsement and Tanker Endorsement, CDL-A with endorsements preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 07/01/96
Job Description Developed: 07/01/96
Revised: 07/01/2013