

# Boone County Government

**Position Title: Truck Driver 1**

**Reports To: Team Leader**

**Status: Non-Exempt**

**Effective Date: June 1, 2017 Revision date 5/25/17**

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Position Summary:**

Serves as Truck Driver for the Highway Department, responsible for driving various trucks and equipment in clearing and maintaining county roads and rights-of-way. Performs routine, standardized daily assignments with immediate supervision, requiring care and skill to prevent damage to tools, equipment, and public and private property, and prevent injury to self and others.

## **Essential Employee:**

The incumbent in this position has been designated as an Essential Employee. (Refer to Employee Handbook, Section 3.1 Employment Categories)

## **Essential Duties and Responsibilities:**

Operates various trucks and equipment in clearing and maintaining county roads and rights-of-way, such as dump truck, snow plow, tractor, jack hammer, water pump, and air compressor.

Hauls, shovels, and spreads road materials as assigned, such as gravel, sand, top dirt, asphalt, hot patch, and salt; signs, receives and submits related load tickets.

Removes trash and dead animals from roads and rights-of-way, and operates various equipment in removing weeds, brush and storm-damaged trees from rights-of-way as assigned, such as chain saws, mowers, weed trimmer, pruner, rake and chipper.

Delivers equipment to work sites and assists in collecting/loading necessary tools and equipment for daily work projects as assigned. Assists in locating utilities with hand tools at work sites according to work orders as needed.

Installs temporary signs as needed, such as warnings for work in progress and high water.

Periodically assists in cleaning ditch/drainage sites and installing/repairing guardrails, bridges, and pipes as assigned, including lifting/carrying pipes, and excavating and grading project sites with hand tools.

Periodically assists with flagging/traffic control at work sites as assigned.

Assists in cleaning and maintaining vehicles and equipment as assigned, such as washing, lubricating, checking fluid levels, changing oil and tires, replacing snow plow blades.

**Additional Duties and Responsibilities:**

Serves on 24-hour call for emergency situations.

Performs related duties as assigned by highway department leadership.

**Position Qualifications:**

High school diploma or GED.

Working knowledge of and ability to make practical application of department and OSHA/IOSHA safety policies and procedures, and ability to properly operate a wide variety of trucks, equipment and tools as assigned, such as dump/pickup trucks, snow plow, chipper, riding and push mowers, tractor, jack hammer, air compressor, screw drivers, wrenches, drills, drill press, chain and other power saws, manual post hole digger, post driver, shovel, hedge trimmer, pruner, grinder.

Ability to safely work around all construction equipment.

Ability to physically perform assigned duties, including driving for long periods, far vision, hearing, handling/grasping/fingering objects, standing/walking for long periods, walking on uneven terrain, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, depth and color perception, and crouching/kneeling.

Ability to read and interpret local maps.

Ability to serve on 24-hour call during snow season.

Must possess a valid Indiana driver's license.

Must obtain at least a Class B with air brakes within 60 days of hire date, and demonstrate a safe driving record.

**Key Performance Standards:**

Performs all duties and responsibilities with quality and in compliance with OSHA and IOSHA standards.

Maintains positive attitude and cooperates with co-workers, management, and residents.

Arrives to work on time and works diligently throughout the day.

Ensures all equipment is safe to use prior to operating.

Operates all equipment in a safe manner.

Operates vehicles in compliance with posted speed limits

Meets all deadlines established by state statute, local ordinances and Elected Officials, Department Head or other Highway Department Leadership.

Meets customer service standards established by Elected Officials or Department Head.

Ensures all correspondence and forms follow County guidelines, are accurate, and free from errors.

Completes daily logs and provide reports to supervisor daily.

Demonstrates the ability to work alone and with others in a team environment, maintain appropriate, respectful interrelationships with co-workers.

Demonstrates the ability to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism.

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

Demonstrates the ability to effectively communicate orally with co-workers and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Demonstrates the ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Demonstrates the ability to occasionally work extended, weekend and/or evening hours.

Demonstrates the ability to respond swiftly, rationally and decisively to emergency situations.

**ADA Compliance:**

Physical Factors

Incumbent's duties may involve continuous physical exertion, driving for long periods, far vision, hearing, handling/grasping/fingering objects, standing/walking for long periods, walking on uneven terrain, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, depth and color perception, and crouching/kneeling.

Environmental Factors:

Incumbent performs a majority of duties in a vehicle or outdoors, and is frequently exposed to normal hazards associated with maintaining roads and rights-of-way, such as power tools, machinery, traffic, noise, grease, dirt, dust, poison ivy, vehicle fumes, extreme temperatures, and inclement weather. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines, heights up to 40 feet, and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended, evening and/or weekend hours and regularly serves on 24-hour call for emergency situations.

**Applicant/Employee Acknowledgement:**

The job description for the position of Truck Driver 1 for the Highway 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: \_\_\_\_\_

Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.