



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

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| <b>Job Title:</b> Truck Driver   |  |
| <b>Department:</b> Highway   | <b>Position Fund Account No.:</b>                                  |
| <b>Division:</b> Highway   | <b>Job Category:</b> LTC   |
| <b>Work Schedule:</b> Winter (October-March): 7:00 a.m. – 3:00 p.m., M-F; Summer (April-September): 6:00 a.m. – 4:00 p.m., M-Thurs | <b>Job Grade:</b>  |
| <b>Reports to:</b> Assistant Supervisor  | <b>Status:</b> Full-time   |
| <b>FLSA Status:</b> Not Exempt (OT Eligible)   | <b>Effective Date:</b> December 2023<br><b>Re-evaluation Date:</b> |

**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, skill, and/or ability required. Delaware County provides reasonable accommodations 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 for the Highway Division of the Delaware County Highway Department, responsible for driving various trucks and equipment in clearing and maintaining county roads, bridges, and rights-of-way.

### **DUTIES:**

Operates various trucks and equipment in clearing and maintaining County roads and rights-of-way, including but not limited to a dump truck.

Hauls and dumps road materials as assigned, including but not limited to stone, asphalt, dirt, salt, and sand; signs, receives and submits related load tickets. Maintains accurate records and documentation related to hours worked, miles driven, location of jobsites, and related records.

Operates various power tools in removing weeds, brush, storm-damaged trees, and debris from rights-of-way as assigned, including chainsaws, mowers, bush hog, weed trimmer, pruner, rake, and chipper.

Installs and repairs street signs and posts, and assembles and maintains barricades.

Repairs culverts, bridges, and related decks and approaches, including excavating/cleaning ditch/drainage sites, and installing and repairing large and small culvert pipes as assigned.

Assists with cleaning and maintaining vehicles and equipment, including washing, checking fluid levels, lights and tires, and changing oil.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or HSE.

Must be at least 18 years of age.

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

Working knowledge of with ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Working knowledge of assigned Department trucks and equipment with ability to maintain roads and highways, complete related maintenance, and follow safety measures.

Ability to properly operate a variety of equipment in performance of duties, including, but not limited to, tractor drawn maintainer, dump truck, plow, light vehicles, motrim, and payloader.

Ability to properly operate a variety of hand and power tools in performance of duties, including, but not limited to, air nozzles, air compressor, air vice, gauges, hammer, screw drivers, wrenches, drills, ratchet, and power saws.

Ability to physically perform assigned duties, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing over 50 pounds, handling/grasping/fingering objects, crouching/kneeling/bending/reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly.

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

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

Ability to read, understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form, including work orders, blueprints, maps, and email.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to count, perform basic arithmetic calculations, and observe and read gauges and dials.

Ability to respond swiftly, rationally and decisively to emergency situations.

Ability to occasionally work extended hours, evenings, and weekends and travel out of town to obtain equipment, but not overnight.

Ability to respond to emergencies on a 24-hour call from an off-duty status.

Possession of a valid driver's license and a valid Class B Commercial Driver's License (CDL) and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent works according to work schedule determined by supervisor, with work periodically reviewed in progress and upon completion of specific duties. Incumbent refers to supervisor for unusual situations, such as road distortions and conditions affecting public safety. Errors are primarily prevented and detected through supervisory review.

Incumbent reports directly to the Assistant Supervisor.

## **III. PHYSICAL EFFORT:**

Incumbent's duties involve sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing over 50 pounds, handling/grasping/fingering objects, crouching/kneeling/bending/reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. Continuous physical exertion may be sustained in connection with duties such as repairing roads and removing snow/ice.

## **IV. WORKING CONDITIONS:**

Incumbent performs a majority of duties in a vehicle, on heavy equipment, or outdoors and is frequently exposed to machinery, traffic, noise, grease, dirt, dust, vehicle fumes, extreme temperatures and inclement weather normally associated with maintaining rights-of-way. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others, such as wearing protective equipment and clothing. Incumbent may be exposed to violent or irate individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent is occasionally required to work extended hours, evenings, and weekends and travel out of town to obtain equipment. Incumbent is required to respond to emergencies on a 24-hour call from an off-duty status.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Truck Driver for the Highway Division of the Delaware County 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 \_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Reviewed with Employee Date

\_\_\_\_\_  
Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)  
Supervisor