POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA

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

DATE WRITTEN: December 2008 **STATUS: Full-Time**
DATE REVISED: **FLSA STATUS: Non-Exempt**

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. Perry County 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 the accommodation would cause an undue hardship.

Incumbent serves as Truck Driver for the Perry County Highway Department, responsible for operating various heavy trucks and equipment in maintaining County roads and rights-of-way.

DUTIES:

Operates various trucks and heavy equipment in clearing and maintaining County roads, sewers, ditches and rights-of-way, such as front-end loader, grader, dump truck, snow plow, and salt spreader.

Installs, repairs and cleans drainage pipes, tiles, bridges, headers, signs and guard rails using various equipment and tools, including manual post hole digger, drill, shovel, hammer, and wrenches.

Operates multiple and single axle trucks to pull trailers, remove snow, and haul and spread various materials, including stone, asphalt, dirt, salt and sand.

Shovels and rakes sand, salt, hot and cold mix, aggregates and other materials in clearing snow and ice from roadways, repairing roads and pipes, and performing other road work.

Clears brush and cuts trees using chain saw, brush cutter, bush hog, tractor and chipper.

Assists in servicing and maintaining vehicles and equipment, including cleaning equipment and shop area, sharpening blades, checking fluid levels, and changing/repairing tires.

Occasionally assists with flagging/traffic control as needed.

Occasionally serves on 24-hour call for emergency situations as assigned.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Working knowledge of and ability to make practical application of Department safety policies and procedures and applicable OSHA safety policies and procedures.

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 and interpret local maps.

Ability to operate a variety of trucks and heavy equipment in performance of duties, including front-end loader, tractor, bush hog, dump truck, snow plow and salt spreader.

Ability to operate a variety of hand and power tools, such as chain saw, chipper, manual post hole digger, hammers, drills, shovels, rakes and wrenches.

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

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 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 maintain confidentiality of department information and records according to state requirements.

Ability to understand and carry out oral and written instructions.

Ability to complete required paperwork and read/interpret equipment manuals, gauges and dials.

Ability to work alone with minimum supervision and with others in a team environment, often at a rapid pace, and on several tasks at the same time.

Ability to occasionally work extended hours, evenings, weekends and/or holidays and occasionally travel out of town, but not overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

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

II. RESPONSIBILITY:

Incumbent works according to a flexible, customary routine with priorities primarily determined by supervisor. Incumbent follows standard operating procedures and refers to supervisor for unusual or unprecedented situations. Incumbent's work is reviewed through random checks at critical phases and upon completion of specific duties. Errors in work are primarily detected or prevented through standard safety procedures and prior instructions from supervisor. Undetected errors could result in damage to equipment or property and/or endangerment to self or others.

Incumbent reports directly to Foreman.

III. PHYSICAL EFFORT:

Incumbent's duties often involve continuous physical exertion, driving for long periods, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, sitting/standing/walking for long periods, walking on uneven terrain, far vision, hearing sounds, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties in heavy equipment and outdoors and is frequently exposed to normal hazards associated with maintaining roads and rights-of-way, including heavy machinery, traffic, excessive noise, moving parts, grease, dirt, dust, vehicle fumes, slippery surfaces, working in confined areas, extreme temperatures and inclement weather. 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.

Incumbent occasionally works extended hours, evenings, weekends and/or holidays and may occasionally travel out of town, but not overnight. Incumbent regularly serves on 24-hour call for emergency situations.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Truck Driver 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 outline?
Yes_____ No_____

_____ _____
Applicant/Employee Signature Date

_____
Print or Type Name