

**STILLWATER COUNTY**

**POSITION DESCRIPTION**

**DECEMBER 2008**

**POSITION:** Truck Driver I

**DEPARTMENT:** Road and Bridge

**ACCOUNTABLE TO:** Road and Bridge Superintendent, Road and Bridge Foreman

**SUMMARY OF WORK:** This position is responsible for operating construction and maintenance equipment for County road construction, maintenance and repair activities; uses hand tools to provide maintenance of County roads, bridges and other facilities; does related work as required.

**JOB CHARACTERISTICS:**

**Nature of Work:** The person in this position is responsible for construction and road maintenance equipment operation and related maintenance work. The work is performed under the general direction and supervision of the Road and Bridge Foreman, but nature of work allows the employee in this class to exercise independent judgment and initiative. This position is required to maintain close cooperative working relationships with the Road and Bridge Foreman, employees and the general public. Supervision may be exercised over the work of temporary employees.

**Personal Contacts:** Daily contact with the general public, departmental employees, supervisors, and other agencies through face to face, telephone, meetings, and/or radio.

**Supervision Received:** Receives general supervision from the Road and Bridge Superintendent through face to face, telephone, and radio. Receives specific direction from the Road and Bridge Foreman through face to face, meetings, and/or radio.

**Supervision Exercised:** Supervision of others when directed.

**Essential Functions:** This position must be able to: communicate orally and in writing, read written material, follow written and verbal instructions, display good judgment in making work and/or job-related decisions, perform assigned duties in a timely manner, maintain accurate records and logs, prepare reports, deal tactfully with the public, adhere to safety techniques and procedures at all times. Position must be able to perform physical labor, sit and stand, walk and drive, hear and smell, lift and carry heavy objects, push and pull heavy objects, climb ladders, walk stringers, reach with arms and hands, use visual sight including near and far acuity, and use manual dexterity.

## **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Operates construction equipment such as trucks, road graders, rollers, sweepers, mowers and loaders to construct, maintain and repair county roads, roadway shoulders, culverts and bridges.
- Compacts, spreads, sweeps, hauls and places materials on county roads, bridges and right-of-ways.
- Trims trees, rebuilds fence lines, and compacts materials to maintain roads.
- Performs field surveying and record keeping.
- Plows and sands county roads during and after snow storms.
- Responds to and helps mitigate effects of emergencies such as wildland fire, flood, or other emergency situations.
- Attends meetings, conferences and workshops as requested and authorized.
- Performs janitorial work in the office and shop of the Road and Bridge Department.
- Performs other duties as assigned.

## **JOB REQUIREMENTS:**

**Knowledge:** This position requires a thorough knowledge of: operating and maintaining trucks and heavy equipment, weights and measures, heavy equipment operation, basic mechanical and repair techniques, and the overall knowledge of road and bridge maintenance.

**Skills:** This position requires considerable skill in the operation of: heavy and light trucks, hand tools, motor graders, loaders, backhoes, dozers, and other heavy equipment to maintain county roads and bridges. Skills in verbal and written communication are needed.

**Abilities:** This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; take direction from others and work well with others; work safely and adhere to safety techniques and procedures at all times; supervise others when directed to do so; understand and apply policies and procedures; deal with stress and emergency situations; deal tactfully and professionally with the general public; adhere to strict standards of confidentiality; establish effective working relationships with fellow employees, supervisors, other county employees and departments; various state and federal agencies; and the general public.

## **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School Diploma or GED equivalent with one-year experience operating and maintaining construction equipment, or any equivalent combination of experience and training.
- Must possess and maintain a valid Montana Commercial Driver=s License (CDL), Type I, Class A, with tank and airbrake endorsement.
- Must complete a basic wildland fire training class.

## **ESSENTIAL PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands, reach with hands and arms while driving a semi or construction equipment.
- The employee frequently is required to sit while operating a vehicle or heavy equipment and regularly is required to stand, walk, climb or balance and stoop or kneel.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more in excess of 50 to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus especially while driving.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
- Operating heavy construction equipment can be dangerous. As with most machinery, accidents generally can be avoided by observing proper operating procedures and safety practices.
- The employee is repeatedly (daily) exposed to outside weather conditions.
- The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles, and vibration.

--the noise level in the work environment varies from moderate to sporadically load.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Observes work hours.
- Demonstrates punctuality and attendance.
- Works well with limited or no supervision.
- Performs assigned tasks in a timely manner with emphasis on quality work.
- Works well with others and the general public.
- Is able to deal appropriately with stress and handle emergency situations.
- Is able to work on multiple operations at once.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public and other employees.
- Works productively with those directed to work under their direction.
- Adheres to safety techniques and procedures at all times when dealing with the public.
- Establishes and maintains effective working relationships with fellow employees, supervisor, other county employees and departments, various state and federal agencies, and the general public.