

5

POSITION DESCRIPTION
COUNTY OF FRANKLIN, INDIANA

POSITION: **Truck Driver**
DEPARTMENT: **Highway**
WORK SCHEDULE: **6:30 a.m. - 3:00 p.m., M-F**
JOB CATEGORY: **LTC (Labor, Trades, Crafts)**

DATE WRITTEN: October 1996
DATE REVISED: September 2009

STATUS: Full-time
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. Franklin 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 Highway Department, responsible for operating various heavy trucks and equipment in maintaining County roads and rights-of-way.

DUTIES:

Operates various heavy equipment and power tools in clearing and maintaining County roads, sewers, ditches and rights-of-way, such as compaction roller, front-end loader, dump truck, bucket truck, snow plow, salt spreader, street sweeper, air hammer and chain saw.

Installs, repairs, and cleans drainage pipes, tiles, bridges, headers and guard rails using various equipment and tools, including concrete tools, drill, shovel, hammer, power saw and wrenches.

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

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

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

Periodically performs various preventive maintenance functions, including cleaning equipment and shop area, checking fluids on equipment, ensuring proper fluid levels, greasing equipment and recording in logs as required.

Occasionally assists with flagging/traffic control as needed.

Serves on 24-hour call for emergency situations as assigned.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Working knowledge of and ability to make practical application of Department safety policies and procedures, and ability to properly operate a variety of heavy equipment, trucks, hand and power tools, including tow motor, compaction roller, front-end loader, tractor, shovel, dump truck, bucket truck, snow plow, chain and power saws, hammers and drills.

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

Ability to effectively communicate with co-workers, other County Departments, and periodically with the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

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 understand, memorize, retain, and carryout written or oral instructions and present findings in oral or written form.

Ability to read and interpret instruments, gauges and dials.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town, but not overnight.

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

Possession of a valid Commercial Driver's License with required endorsements and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent works according to a flexible customary routine with specific duties and priorities determined by supervisor. Incumbent refers to supervisor when deviations from prior instructions are required and for any 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 usually prevented through standard safety procedures and are detected through supervisory review and/or notification from the public. Undetected errors may result in damage to equipment, property and/or endangerment to self or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers and periodically with the public for the purpose of exchanging information.

Incumbent reports directly to Road Foreman.

IV. PHYSICAL EFFORT:

Incumbent's duties involve continuous physical exertion, such as driving and/or sitting for long periods, far vision, hearing, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, reaching, bending, and handling/grasping and fingering objects.

V. WORK ENVIRONMENT:

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, such as machinery, traffic, noise, grease, dirt, dust, vehicle fumes, 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, evening and/or weekend hours, and regularly serves on 24-hour call for emergency situations.