

TOWN OF WILTON

Position Description

Date: July 20, 1998

Revision Date: August 8, 2008

POSITION: Driver

UNION: Teamsters Union Local 145

DEPARTMENT: Public Works

REPORTS TO: Highway Superintendent

SUPERVISION EXERCISED: None

SUMMARY DESCRIPTION OF DUTIES: Under the direction of the Highway Superintendent, this position is responsible for the plowing and sanding of all Town maintained roads and the manual labor involved in Public Works projects including, but not limited to, the installation of catch basins and piping for drainage systems, shoveling asphalt to repair roadway potholes, cutting trees and brush, putting down topsoil and seeding, hand drilling for rock removal, and installing road signs.

JOB LOCATION AND EQUIPMENT USED: Work is performed on Town roads and at Town facilities in all types of weather conditions. Often the terrain is hilly with unpaved and uneven surfaces. The equipment used consists of a dump truck with a sander and plow attached during the winter months. The truck has a manual transmission with various controls to operate the dump body mechanism and the attached equipment. The Driver also operates backhoes and loaders used to load material into the truck.

ESSENTIAL FUNCTIONS:

- Operates a manual transmission dump truck on public roads and work sites described above in accordance with State motor vehicle laws, Commercial Driver's License (CDL) safety requirements, and all applicable Federal motor carrier safety regulations as published by the U.S. Department of Transportation;
- Operates dump truck with sander and plow in all types of weather conditions;
- Performs all CDL-required pre-trip safety inspections;

- Performs manual labor involved in a number of Public Works projects such as, but not limited to: the installation of catch basins and piping for drainage systems; shoveling asphalt to repair roadway potholes; cutting trees and brush; laying down topsoil and seeding; hand drilling for rock removal; installing road signs; and
- Performs related duties as required or assigned.

REQUIRED KNOWLEDGE, ABILITIES, & SKILLS:

- Must have the required licensure, knowledge, coordination, strength, and agility to operate the following safely and effectively: a dump truck with or without a sander and plow attached, backhoe, and loader;
- Must have the required coordination, strength, and agility to perform the manual labor involved in such Public Works projects as installing catch basins and piping for drainage systems, shoveling asphalt to repair roadway potholes, cutting trees and brush, laying down topsoil and seeding, hand drilling for rock removal, and installing road signs;
- Must be able to manually open a heavy, seventy-five (75) pound pivoting hood on a truck;
- Must be able to physically climb up on vehicles, equipment, and ladders to heights of approximately fourteen (14) feet above ground level and be able to make a visual inspection of the attached sander;
- Must be able to operate the dump body load cover;
- Must be able to crawl under and bend into engine compartments and other difficult to reach places on or in a vehicle;
- Must be familiar with and understand all the commercial driver's license safety requirements and all applicable "Federal Motor Carrier Safety Regulations" as published by the U.S. Department of Transportation;
- Must be able to read, write, and understand the English language and to apply operator's guides, manuals, and maintenance checklists; and
- Must be able to communicate and work effectively with others.

MINIMUM JOB REQUIREMENTS:

In addition to the required knowledge, skills, and abilities listed above, the Driver

- Must have a high school diploma;
- Must have at least five (5) years experience as a Driver of a dump truck;
- Must have a valid Class B Commercial Driver's License; and
- Must have no driving citations for moving violations within the five (5) years immediately preceding date of hire.

SPECIAL CONDITIONS:

- After an offer of employment but prior to actual commencement of employment:

The applicant will undergo a physical examination by a physician selected by the Town and at the Town's expense;

The applicant will also undergo a pre-employment controlled substances test. The Town will make an offer of employment contingent upon the applicant achieving negative test results; and

A background investigation of the applicant will be conducted by the Town.

- The individual must not pose a direct threat to the health or safety of him or her or of other individuals in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions of this position notwithstanding the absence of the optimal qualifications.