

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	<u>Truck Driver/Laborer</u>	Grade Level:	<u>13</u>
CLASSIFICATION:	<u>Non-Exempt</u>		

<u>Job Description:</u>	Performs work involving laboring and operation of dump trucks, loaders, backhoes and other moderately complex equipment involving the construction, repairing, cleaning and maintenance to town streets, sidewalks, water, drain and sewer systems, cemeteries and parks.
<u>Accountability:</u>	Reports directly to the General Foreman or Highway Manager.
<u>Equipment Used:</u>	Pick-up trucks, dump trucks, spreaders, loader, riding mowers, tractors, tractor mower, motor driven sweepers, hand and power tools and other construction maintenance or related equipment.
<u>Environment:</u>	Inside: <u>10</u> % Outside: <u>90</u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> 1. Operates dump trucks, backhoes, loaders and other moderately complex construction and maintenance equipment in connection with the transportation of tools, equipment and/or supplies associated with road and utility maintenance, repair, and construction. 2. Performs plowing and snow removal from roadways and walkways during winter months; applies salt and/or sand to roadways to maintain public safety; may operate backhoe or loader to load trucks for road applications. Shovel snow from walkways. 3. Assists with traffic control at road construction sites by directing traffic and assisting other equipment operators in maneuvering equipment. 4. Performs road and right of way repairs and maintenance activities such as shoveling, raking, hauling, mixing, digging, sweeping and picking up materials and debris. 5. Assists with repairing / installation of drainage systems such as constructing catch basins, manholes and repairing / installing drain lines of concrete, plastic and metal. 6. Fabricates, erects and repairs street and traffic signs and posts; prepares signs and barricades for emergencies, parades and other special events. 7. Paints various lines and other markings such as stop bars, crosswalk boundaries, handicap symbols, parking spaces, ect; maintains painting equipment. 8. Performs regular maintenance on equipment such as checking fluid levels, tire pressures, belts and other related inspections for safe operations; repairs problems and or advises supervisor / mechanics that repairs are needed. 9. Performs grounds maintenance work such as trash removal, mowing, trimming, weeding, irrigation, raking, fertilizing, shoveling, sweeping, and tree work; maintains and repairs brickwork, concrete areas, roofs and other similar fixtures and buildings. 10. Maintains / repairs recreations areas of athletic fields, playgrounds, tennis / basketball courts, soccer fields, skate park, aquatic facility, ect.
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	<p>11. Maintains cemeteries, which include laying out of graves, opening and filling of graves, set up and tear down of burial sites, maintaining lots and markers, pouring foundations and headstone / foot marker installations.</p> <p>12. Maintain familiarity with town's safety policy and executes safe work procedures associated with assigned work.</p> <p>13. Availability - 24 hours per day availability required to meet emergency situations.</p> <p>14. Overtime is required of all positions within this class specification</p> <p>15. Performs other related duties as assigned.</p>
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Physical Activity Requirements:

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently required
LIFT 11 to 25 lbs.:	Frequently required
LIFT 26 to 50 lbs.:	Occasionally required
LIFT over 50 lbs.:	Occasionally required.
CARRY up to 10 lbs.:	Frequently required
CARRY 11 to 25 lbs.:	Frequently required
CARRY 26 to 50 lbs.:	Occasionally required
CARRY over 50 lbs.:	Occasionally required
REACH above shoulder height:	Frequently required
REACH at shoulder height:	Frequently required
REACH below shoulder height:	Frequently required
PUSH/PULL:	Frequently required

HAND MANIPULATION

Grasping:	Frequently required
Handling:	Frequently required
Torqueing:	Occasionally required
Fingering:	Frequently required
Controls and Equipment:	Required **

OTHER PHYSICAL CONSIDERATIONS

Twisting	Frequently required
Bending:	Frequently required
Crawling:	Seldom required
Squatting:	Occasionally required
Kneeling:	Occasionally required
Crouching:	Occasionally required
Climbing:	Occasionally required
Balancing:	Seldom required

WORK SURFACE(S)

Standard office desk and chair. Concrete and tile floors, Asphalt and gravel surfaces, uneven terrain , snow / ice, stairs, aluminum grating, steel catwalks, etc.

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Sit	1-2	2-3
Stand	1-2	2-3
Walk	1-2	2-3

Controls

Work is performed inside and out of doors in an environment which includes exposure to physical elements and/or to a number of disagreeable working conditions. The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual(s) with disabilities to perform the essential functions of the position.

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving instructions and information.
Sight:	Necessary to perform job effectively.
Tasting & Smelling:	Necessary for detecting fumes and gases.

Specific Vocational Preparation Requirement(s):

<input type="checkbox"/> 1. Short demonstration only.	<input type="checkbox"/> 5. 181 days to 1 year.
<input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days.	<input checked="" type="checkbox"/> 6. 1 to 2 years
<input type="checkbox"/> 3. 30-90 days	<input type="checkbox"/> 7. 2 to 4 years
<input type="checkbox"/> 4. 91-180 days	<input type="checkbox"/> 8. 4 to 10 years
	<input type="checkbox"/> 9. Over 10 years
Required:	<ul style="list-style-type: none"> — Ability to perform strenuous physical labor under varying and adverse weather conditions. — Ability to understand and follow oral and written instructions. — Availability 24 hours per day to meet emergency situations.
Experience:	— High school diploma or equivalent required, plus any combination of secondary education and experience which demonstrates the candidate's required knowledge, skills and ability to perform job functions.
Supervisory experience:	— When assignment dictates, provides general supervision to unskilled and semi-skilled workers.
Licensure/Certification Requirements:	<ul style="list-style-type: none"> — Possession of a valid NH Class B CDL license, REQUIRED. — Possession of a valid NH CDL-A preferred.
Other Training, and/or related Skills:	— One year's experience in operating light motor driven equipment; OR any combination of education and experience which demonstrates possession of the required knowledge, skill, and ability.

Summary of Occupational Exposures:

<p>Summary of Occupational Exposures: May be exposed to fuels, lubricants, fluids, fertilizers, herbicides and pesticides, long periods of sunlight, poisonous plants, insects, and bees.</p>

Other Considerations and Requirements:

<p>Other Considerations and Requirements:</p> <ul style="list-style-type: none"> — Some independent judgment is exercised in the operation of equipment. — Work is reviewed to assure that desired results are obtained and the appropriate care and safety is exercised in equipment operations.
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- Performs various labor tasks of an unskilled or semi-skilled nature that are essential to the operations of the highway and utility departments when assigned.
- Ability to perform strenuous physical labor for extended periods under varying and adverse weather conditions.
- Ability to understand and follow oral and written instructions.
- **Ability to be available 24 hours per day to meet emergency situations.**
- Maintain familiarity with town's safety policy and executes safe work procedures associated with assigned work.
- Maintain good working relationships with all town departments.
- This position requires that the employee treat the citizens of the Town and members of the staff with respect and courtesy.
- This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description in representative of the position, not all inclusive.

Signature

Date

Witness

Date

This job description was reviewed and approved by Dept Manager and HR on	5/27/16
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