

FAIRFIELD COUNTY

JOB TITLE: TRUCK DRIVER
PUBLIC WORKSGENERAL STATEMENT OF JOB

Under general supervision, operates and maintains a variety of medium and heavy duty trucks and equipment. Performs various assignments such as hauling dirt, laying pipe, hauling trash and equipment, etc. Reports to the Assistant Public Works Director.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Operates a variety of types of medium and heavy duty equipment such as dump trucks, backhoes, front end loaders, pick up trucks, etc.

Performs general labor associated with the maintenance and construction of roads and bridges such as loading, hauling, and unloading dirt; digging ditches and laying pipe; pushing dirt to clear land; and hauling trash and equipment as necessary. Assists with putting in driveways and building bridges as required.

Performs minor operator maintenance on equipment and machinery as needed and/or reports necessary repairs to the supervisor.

Utilizes various small tools as necessary including shovels, rakes, pitchforks, bush axes, chain saws, etc.

Observes traffic control and safety devices as necessary to ensure safe working conditions and procedures.

ADDITIONAL JOB FUNCTIONS

May drive truck on trash route as directed.

May supervise the activities of inmates as directed.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with one to two years of experience operating medium and heavy equipment, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid S.C. Commercial Drivers License (CDL).

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and heavy equipment including trucks, front-end loader, and various general maintenance equipment. Must be physically able to exert up to twenty-five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves reaching, pulling, pushing, etc. Work involves walking or standing for long periods of time. Must be able to lift and/or carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read work orders and other written assignments. Requires the ability to communicate orally with co-workers, supervisor, inmates, and other County personnel.

Intelligence: Has the ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using various types of construction and other equipment. Requires the ability to operate a variety of types of motor equipment.

Manual Dexterity: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of and ability to operate a variety of types of trucks and other heavy equipment and machines. Knows how to service and perform routine preventive maintenance on equipment and make minor repairs. Is knowledgeable about operating equipment safely and in variable weather conditions. Has working knowledge of the principles and methods of road maintenance and construction. Is able to follow oral and written instructions. Has the ability to use commonsense understanding and independent judgment in routine situations. Is able to communicate effectively with co-workers, supervisor, inmates, and others. Is able to work under adverse conditions such as heat, cold, wetness, humidity, dusts, noise, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.