

LIMITED TERM EMPLOYEE (LTE)
TRUCK DRIVER
POSITION DESCRIPTION

DEFINITION

This is semi-skilled position in Highway and Transportation, under the general supervision of the Highway & Transportation Commissioner and the assigned Patrol Superintendent. This person is responsible for truck driving and general laborer tasks and other assigned duties.

GENERAL RESPONSIBILITIES

The employee in this position is responsible for, but not limited to, performing a variety of highway duties within the department as well as assisting with the care of assigned equipment. This also includes the daily maintenance of assigned equipment and its general repair and appearance. Other typical duties may include, but not necessarily limited to, assisting with hauling road materials, laborer for highway maintenance, traffic control if assigned and other duties as assigned by the supervisor. Comply with federal, state and county drug and alcohol laws and policies at all times. Comply with all internal documentation policies and procedures as requested.

ESSENTIAL DUTIES

Typical tasks will include, but not necessarily limited to, the following:

1. Proper pre-inspection and monitoring of equipment under use.
2. Patching pavement deficiencies
3. Hauling road materials from source location to work sites
4. Mowing of right-of-ways and other assigned areas
5. Vegetation and tree/brush control in assigned areas
6. Traffic control on highways or other assigned areas
7. Assisting with the daily care, maintenance, and operation of vehicles/equipment including keeping it clean and in a safe operating condition and any other assigned duties as assigned
8. Maintains daily logs, time cards and other record keeping documents

MAIN MATERIALS AND EQUIPMENT USED

Motorized Vehicles/Equipment	Power Tools & Equipment	Hand Tools
Tractors	Trucks	Mowers
Disinfectants	Sanitation Products	Paints/Stains
Cleaning Solutions/Solvents		

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

High School Diploma or its equivalent
General mechanical ability and aptitude

Licenses and Certifications

Valid Wisconsin Drivers License and Class A Commercial Drivers License with H and N endorsements

Knowledge, Skills and Abilities

1. Ability to operate all types of trucks and equipment in all weather conditions
2. Ability to understand and operate all types of controls for proper operation of related equipment
3. Ability to operate tractors
4. Knowledge of traffic and safety regulations as they apply to maintenance and construction
5. Knowledge of materials and equipment used in maintenance, repair and construction of asphalt, concrete and gravel roads and highways and related surfaces
6. Ability to service and to make minor repairs and adjustments to equipment and vehicles
7. Ability to do heavy manual labor for extended periods of time
8. Ability to safely operate power tools
9. Ability to read and follow written and oral instructions
10. Ability to work with limited supervision
11. Maintain a clean and neat appearance and personal hygiene at all times
12. Ability to maintain a pleasant, effective relationship with general public, superiors and fellow employees
13. Ability to read and write in English
14. Ability to do add, subtract, multiply and divide correctly
15. Knowledge/Ability to use proper body mechanics while performing work activities

PHYSICAL DEMANDS

1. Frequent lifting and/or carrying objects weighing up to 75 pounds
2. Occasional lifting and/or carrying objects weighing more than 75 pounds
3. Excessive standing, sitting or walking
4. Frequent bending, twisting, squatting and reaching
5. Frequent exposure to elements such as heat, cold, etc.
6. Exposure to dust, pollens, molds and other possible allergens
7. Frequent exposure to animals, birds, bees, etc.
8. Must be capable of using hands for single grasping, fine manipulation and pushing/pulling
9. Ability to communicate orally in a clear manner
10. Ability to distinguish sounds at various frequencies and volumes
11. Ability to distinguish people or objects at varied distances under a variety of light conditions
12. Ability to climb roofs, ladders, stairs, etc.
13. Ability to work in confined spaces

SPECIAL REQUIREMENT

Must maintain a telephone at residence for emergency situations

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any superior supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems in its judgment to be proper.