

TRUCK DRIVER

Cloud County

Road and Bridge Department

POSITION SUMMARY

Under the administrative supervision of the County Highway Administrator, the Truck Driver a non-exempt position under FLSA. This position performs semi-skilled work in the operation of trucks and department equipment. This employee should possess excellent organizational, communication, and public relation skills.

ESSENTIAL FUNCTIONS

- Works with citizens and governmental entities in the construction, maintenance, and repair of county roads;
- Constructs, maintains and repairs county roads and bridges using trucks and heavy equipment;
- Loads and unloads trucks with materials, machinery, and equipment;
- Responsible for timely hauling of materials, machinery and equipment to work sites and other locations;
- Responsible for spraying and/or cutting of noxious weeds;
- Responsible for maintenance of all department equipment;
- Maintains inventory of department supplies and materials;

MARGINAL FUNCTIONS

- Attends and participates at training and educational sessions for department employees;
- Performs snow removal duties;
- Assists other county departments as required;
- Performs other duties as deemed necessary or assigned.

Classification Quick View

FLSA: Non-Exempt

ADA: Applicable

FMLA: Eligible

OSHA:

WORKING CONDITIONS:

**Hazardous Chemicals
Adverse Weather
Manual Labor**

**TRUCK DRIVER
POSITION REQUIREMENTS**

Experience: One or more years of similar or related experience ~~are required~~ is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A valid Commercial Driver's License is required.

Technical Skills: A thorough knowledge of rules, regulations and laws relating to safe operation and driving of commercial vehicles is required. This employee must possess strong mechanical skills. The ability to operate loaders, graders, trucks, and other heavy equipment is required. The ability to understand and interpret written instructions, maps, schematics, manual, reports, regulations, and other written material is required. A thorough knowledge of the physical layout of Cloud County is required. This employee should have excellent organizational, public relations, and oral and written communication skills.

Problem Solving: Independent problem solving is a major factor in this position. This employee encounters problems with equipment malfunctions and adverse weather.

Decision Making: Independent decision making is a major factor in this position. This employee makes decisions about proper maintenance and repair of equipment, and performing daily duties in the most efficient manner.

Supervision: This employee works under the directions of the Truck Foreman. This employee does not exercise any supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for county equipment and resources. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel, co-workers, supervisory personnel.

Working Conditions: Some adverse working conditions exist within this position. Exposure to heavy machinery, hazardous chemicals, and excessive noise is expected.

Physical Requirements: Manual labor including lifting and carrying heavy objects, extensive walking, and the ability to operate department equipment is required daily in this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.
