City of Sparta Job Description

Job Title: Truck Driver
Department: Street Department
Reports To: Street Superintendent
FLSA Status: Nonexempt
Starting Pay: $17.63
Approved Date: May 19, 2008

SUMMARY

Operates truck and tractor trailer to assist operations in Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1) Operates dump truck and other vehicles.

2) Inspects truck and informs supervisor of any problems; performs routine maintenance tasks.

3) Cleans and maintains truck, equipment and tools.

OTHER RESPONSIBILITIES AND DUTIES

- May help put garbage into truck.
- Salts roads and plows snow.
- Performs other related duties as needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

REQUIRED TECHNICAL KNOWLEDGE AND INTERPERSONAL SKILLS

Ability to operate front end loader sanitation truck, fork lift, and tractor trailer.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education and up to three months related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and

small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Class A CDL License

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.