

Town of Chaplin
LABORER/OPERATOR/TRUCK DRIVER
POSITION DESCRIPTION

Approved by the Board of Selectmen on May 7, 2015

GENERAL JOB DESCRIPTION:

This is skilled work in the operation of trucks and related automotive equipment. This is also unskilled/semi-skilled manual work in construction and general maintenance activities. Employees operate trucks or other related automotive equipment as their primary assignment. They are responsible for the safe and efficient operation of assigned trucks and similar automotive equipment, for cleaning and servicing tasks, and for performing minor maintenance work. Assignments usually are received in the form of specific orders to pick up and deliver materials or to drive according to an established route. After instructions are received, the work is usually performed without direct supervision. Supervision may be exercised over helpers. Usually work is performed under the immediate direction of an employee of a higher-classification, but many types of work assigned maybe repetitive in nature, and once learned, can be carried on without difficulty under only general supervision.

MINIMUM QUALIFICATIONS:

Special Requirements:

Current Commercial Driver's License (minimum Class B, but Class A is a plus), must also have a current medical card. Two year minimum truck driving experience. Some experience in general labor.

General Requirements:

Ability to perform heavy manual labor for extended periods and under unfavorable weather conditions.

Ability to understand and to follow oral and written instructions.

Knowledge of the operation and maintenance requirements of the various types of trucks or other related automotive equipment together with the ability to make minor adjustments and to do the necessary servicing work. Knowledge of the traffic laws, ordinances, and rules involved in truck operation. Ability to operate trucks and equipment safely in accordance with traffic laws and regulations. Ability to learn the general layout of the town and to learn the routes to other locations.

Ability to prepare and file simple reports. Post employment OSHA training required.

DUTIES:

Performs various street and sidewalk maintenance duties such as cleaning gutters and manually spreading salt. Helps with road clearing of trees and limbs. Works on asphalt crews doing such jobs as breaking pavement, pouring and shoveling asphalt, raking, tamping, and smoothing asphalt and operating a manual and automatic compactor; digs out holes with automatic and manual digging tools; fills depressions with sand or gravel. Operates trucks on road maintenance and street construction work hauling cold patch, gravel, and rocks. Does routine maintenance work on automotive equipment such as fueling and washing and performs minor maintenance work and services vehicles. Loads and unloads heavy materials from trucks; moves or aids in moving heavy boxes or equipment.

Does a variety of grounds maintenance work not requiring specialized knowledge and skills; cultivates, sprays, and trims, cuts grass and weeds with hand tools and power mowers.

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Mows sides of roads and cemeteries, lays pipe. Plows and shovels snow, cleans catch basins and puts up snow fence

DUTIES Continued:

Assists other members of crew in varied work assignments. Reports to Foreman on condition of equipment. Drives trucks in transporting personnel and materials to jobs. Performs related work as required.

TOOLS & EQUIPMENT USED:

Operates air compressors, pumps, and related light public works equipment; acts as relief operator on automotive equipment, pneumatic tools, and roller for limited periods in the course of street projects. May operate post-hole digger, tractor, mower, and chain saw; operates more complex equipment on an emergency or training basis. Some knowledge of power and hand tools used in maintenance and construction.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee will be frequently required to walk, stand, sit, and talk or hear. The employee will occasionally be required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee will occasionally be required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision capability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations will be made if need be to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally will work near moving mechanical parts or in outside weather conditions. The employee will be occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

THE TOWN OF CHAPLIN IS AN EQUAL OPPORTUNITY EMPLOYER

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.