



## Town of Northfield Position Description

Job Title:	Truck Driver/Heavy Equipment Operator	FLSA Status:	Non-Exempt
Department:	Public Works	Date:	March 21, 2024

### TRUCK DRIVER/HEAVY EQUIPMENT OPERATOR

#### JOB SUMMARY

Performs routine skilled and semi-skilled work in the operation of heavy-duty trucks and light duty equipment for the Highway Department. Responsible for the safe and efficient operation of vehicles and all equipment used in the construction and maintenance vehicles and all equipment used in the construction and maintenance of streets, culverts, drainage systems and other public works projects. Also responsible for undertaking manual labor tasks incidental to the operation of assigned equipment, such as loading and unloading of materials and the performance of unskilled and semi-skilled work on construction and maintenance projects.

#### SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director or designee. After receiving instructions, work is generally performed without direct supervision which requires some independent judgment and resourcefulness. Work is reviewed in conformance with instructions and for the safety and care exercised in operating equipment.

#### SUPERVISION EXERCISED

This position has no supervisory duties or responsibilities.

#### PERSONAL CONTACTS

Contacts are typically with Department personnel, other Town employees and elected officials, business owners, and citizens. The personal contacts are with individuals or groups from outside the town government in a moderately unstructured setting. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact.

#### EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES

The following is not necessarily an all-inclusive list of job-related duties, knowledge, skills, abilities or working conditions. While this is intended to be an accurate reflection of the current job, the Board of Selectman reserves the right to revise the job or to require that other or different tasks be performed as assigned to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. The employee may be required to perform other job-related duties requested by their supervisor. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential duties (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

- Operate heavy and light equipment of high complexity including but not limited to CDL A vehicles, graders, loaders, etc., using accepted and established practices.
- Operate on an emergency and seasonal basis, trucks and equipment for winter snow and ice removal and other seasonal clean-up operations.
- Cut slopes, grade roadbeds and shoulders, cut and maintain ditches, spread and compact surface gravel and bituminous material for surface treatment, construct and maintain berms and performs similar duties.
- Determine rate of application of salt and sand by adjusting truck speed when engaged in this type of work. Service snowplows, changing blades and shoes as required. Use a cutting torch in the removal of blades and other fabricated materials used in the maintenance of public highways.
- When not engaged in equipment operation, perform various semi-skilled tasks essential to public works and utilities operations such as equipment maintenance, mowing, sweeping, raking, digging, clearing culverts, laying asphalt, etc.

- Seasonal duties may include plowing, hauling snow, spreading salt and sand, operating tractors, limbing trees, laying pipe, building and cleaning catch basins, sweeping streets, painting roads, making and placing road signs, patching roads, maintaining and reconstructing roads. Lay bricks and concrete blocks in the repair of roadside culverts and drainage systems. On occasion construct complete brick and concrete block foundations for culverts and drainage areas when experience dictates the establishment of a new culvert.
- Make occasional contacts of a routine nature with the general public, treating public with courtesy and respect.
- Perform other related duties as required.

### **MINIMUM REQUIRED QUALIFICATIONS**

#### **Education & Experience**

- High school diploma or GED equivalent
- Possession of a high school diploma or equivalent
- Minimum two (2) years' truck driving experience
- One (1) year of experience in the operation and maintenance of construction and maintenance equipment, including heavy duty equipment such as graders, loaders, etc.; OR any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities
- Willingness to be on call back
- Possession of a valid CDL A with O endorsement and medical examiners certificate

#### **Required Knowledge, Skills & Abilities**

- Knowledge of functions, operating methods, maintenance and care required of equipment used in public works projects
- Knowledge of the work hazards, safety practices, and traffic laws relating to equipment operation
- Knowledge of highway construction and maintenance methods
- Skill in the operation and care of heavy maintenance and construction equipment
- Ability to perform frequent strenuous physical effort under adverse weather conditions
- Ability to detect errors in light equipment operations and maintenance
- Ability to understand, follow and give oral and written instructions
- Ability to make arithmetic computations
- Ability to establish and maintain harmonious working relationships with fellow employees
- Ability to work outdoors under extreme weather conditions

**TOOLS & EQUIPMENT USED:** 1/2 to 3/4 ton pickup truck; 2 ton patrol vehicle (winter and summer maintenance); 3-5 ton heavy duty truck (winter and summer maintenance); 4-wheel drive vehicle; tandem drive vehicle; brush saw; chain saw; chipper; compressor and allied equipment; tar sprayer; tractor crawler (HP 20-44 with various attachments); generator-welder and allied equipment; hydro seeder; loader (wheel 3/5 through 1-3/5 cy); mower (hand and power); paint sprayer; rocket burner; roller (2 axle, 10 to 12 ton); road sweeper (self-propelled pick up type); road sweeper (tractor mounted); road sweeper (towed); stump cutter; tractor wheel with various attachments (24 HP & amp; up); or other equipment necessary to maintain and repair all town roads and equipment, lawn mowers, rakes, shovels, various yard tools. Hand tools and wrenches. Painting tools and accessories. Masonry tools. Ditch diggers, post-hole diggers. Cutting torch.

#### **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, may be regularly required to exert significant physical effort, e.g. lifting and carrying heavy equipment and materials (often over 50 lbs.). Regularly required to work outdoors under extreme weather conditions for extended hours. The employee is frequently required to use hands to finger, handle, or operate objects, controls, or tools; reach with hands and arms. The employee must possess dexterity to manipulate keys, keyboards, operate control boards, and manage multiple tasks. Work may also involve emotional stress in dealing with difficult situations.

PRIMARY PHYSICAL REQUIREMENTS	FREQUENCY
Lift up to 10 lbs.	Frequently required.
Lift 11 to 25 lbs.	Frequently required.
Lift 26 to 50 lbs.	Frequently required.
Lift over 50 lbs.	Frequently required.
Carry up to 10 lbs.	Frequently required.
Carry 11 to 25 lbs.	Frequently required.
Carry 26 to 50 lbs.	Frequently required.
Carry over 50 lbs.	Frequently required.
Reach above shoulder height.	Frequently required.
Reach at shoulder height.	Frequently required.
Reach below shoulder height.	Frequently required.
Push/Pull.	Frequently required.

OTHER PHYSICAL CONSIDERATIONS	FREQUENCY
Twisting.	Frequently required.
Bending.	Frequently required.
Crawling.	Frequently required.
Squatting.	Frequently required.
Kneeling.	Frequently required.
Crouching.	Frequently required.
Climbing.	Frequently required.
Balancing.	Frequently required.
Running.	Rarely required.

**WORK SURFACES:** Vehicle; concrete and asphalt; grass and dirt; gravel and bituminous material; rough, wet, snow covered, and slippery terrains.

HAND MANIPULATION	FREQUENCY
Grasping.	Constantly required.
Handling.	Constantly required.
Torquing.	Constantly required.
Fingering.	Constantly required.

COGNITIVE & SENSORY REQUIREMENTS	NEED
Talking.	Necessary for communicating with others.
Hearing.	Necessary for receiving reports and instructions from others and receiving information and taking instructions from others.
Sight.	Necessary for doing job effectively and correctly, specifically close vision, the ability to adjust focus; distance vision, color vision, and peripheral vision.
Smelling.	May be needed to detect fuel leaks, smoke, toxic fumes, chemicals and substances, fluids.

### **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.]

Work is performed outdoors. Work environment can be stressful, particularly when dealing with difficult people or emergency situations.

<b>SUMMARY OF OCCUPATIONAL EXPOSURES</b>
May be exposed to toxic fumes, chemicals and substances, fuels and fluids.
Bloodborne Pathogens.
Tasks and procedures performed by employee involve risks classified by the Center for Disease Control as: Category II (Activity performed without blood exposure may occur in emergency) Category III (Task/activity does not entail predictable or unpredictable exposure to blood)
This position typically does not involve Category I exposure risk, however, if employee is trained in first aid, some emergency procedures may entail Category I exposure risks.

**NON-DISCRIMINATION STATEMENT:** It is the policy of the Town of Northfield not to discriminate in the treatment of, access to, or employment in its programs, services, or activities on the basis of national origin, religion, creed, race, color, sex (including pregnancy and medical conditions which result from pregnancy), age, marital status, sexual orientation, or physical or mental disability.