



Town of Northfield Position Description

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

TRUCK DRIVER/LIGHT EQUIPMENT OPERATOR

JOB SUMMARY

Performs a variety of routine unskilled manual laboring duties involving the construction, repairing, cleaning and maintaining of town roads, drainage systems, cemeteries, parks and other facilities utilizing hand tools, power tools, mowers and other equipment. Also performs semi-skilled work in the operation of light duty equipment for the Public Works Department.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Director or designee who assigns work, reviews work in progress and/or at completion, provides instructions as necessary. Duties are performed according to established and specified procedures and 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.]

- Mow grass, weed and brush, rake and pack leaves and debris; clear culverts and drains, roads, and ditches.
- Shovel snow and spread sand or salt on sidewalks, parking lots, steps; spread sand, gravel and asphalt; dig trenches.
- Load and unload heavy materials from trucks and vans; stock materials in storage area or at work site; move sand, dirt, trash, stone, etc., with wheelbarrow.
- Perform general heavy laboring duties in assisting skilled and semi-skilled workers to lay curbstone, remove trees, mix and pour concrete, lay asphalt. Patch streets, maintain park facilities, etc.
- Plow and remove snow using CDL vehicles and various Town equipment; sand, salt, and chemically treat roadways, parking lots, and sidewalks using CDL vehicles and other Town equipment.
- Operate trucks and equipment, including trucks requiring a CDL B license.
- Operate, service and make field adjustments to power tools such as chain saws, power lawn mowers, hydraulic lifts, and other power equipment used to maintain public highways, cemeteries, parks, etc.

- Other duties include processing material at the recycling center; performing custodial duties; mowing and cleaning Town cemeteries, town beach area, parks, pickup up parts and materials for highway department; shoveling; sanding/salting steps at all municipal buildings. Will be required to act as flag person; help with general building maintenance on all municipal buildings and grounds.
- Operate truck, backhoe, front end loader, and other town vehicles.
- 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
- Minimum two (2) years of truck driving experience
- One year of experience in the operation of power tools and familiarity with equipment used in maintenance of public roads, buildings and grounds, 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 CDL B and medical examiners certificate

Required Knowledge, Skills & Abilities

- Knowledge of work hazards, safety practices and traffic laws relating to equipment operations and maintenance
- Knowledge of functions, operating methods, maintenance and care required of equipment used in public works projects
- Knowledge of and/or ability to use hand tools and power tools
- Ability to perform simple routine manual labor
- Ability to perform prolonged heavy physical labor outdoors under adverse weather conditions
- Ability to perform a variety of manual tasks or to perform one routine job for prolonged periods
- Ability to understand and follow oral instructions
- Ability to establish and maintain harmonious working relationships with fellow employees

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; power lawn mowers, rakes, shovels, various yard tools, tools and wrenches, painting tools and accessories, masonry tools, ditch diggers, post-hole diggers, chain saws, hydraulic lifts.

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.

SUMMARY OF OCCUPATIONAL EXPOSURES
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.