



Truck Driver/Laborer

A. **General:**

1. Classification: Non-exempt
2. Department: Public Works
3. Reports to:

B. **General Nature of Work:** An employee in this position performs a variety of semi-skilled and skilled work normally performed in a public works environment. Duties include the construction, repair, and maintenance of the City's utility systems, parks and cemetery maintenance, and trash collection. Duties are performed under the direction of a Leadman or Division Foreman, under the overall supervision of the Public Works Foreman.

C. **Special Nature of Work:** In this position, an employee will be primarily assigned to a division within the Public Works Department. This assignment will be the employee's prioritization regarding divisional responsibilities, as well as education, training, and promotional opportunities. At times, employees in this position will be assigned to other divisions to assist in facilitating the department's overall goals, workload, and priorities. Truck Driver/Laborer positions within the Public Works Department are as follows:

- Street Division Laborer/Truck Driver
- Water Division Laborer/Truck Driver
- Water Division Meter/Service Laborer/Truck Driver
- Sanitation Division Laborer/Truck Driver
- Sanitation Division Recycler Laborer/Truck Driver
- Cemetery Division Laborer/Truck Driver

Employees will frequently come into contact with residents who are customers of the City. These individuals are frequently concerned with issues that affect their specific area of interest. Employees must ensure that each customer is treated in a professional manner. Maintenance of infrastructure often requires work outside of regularly scheduled shifts. An inability or an unwillingness of the employee to work overtime in an emergency situation will make the employee ineligible for this position.

D. **Examples of Duties:**

1. As directed, drive trucks, operate light or heavy equipment, provide manual labor, and employ hand tools in the maintenance and repair of municipal infrastructure including but not limited to water, sanitary sewer, storm sewer, streets, and sidewalks.

2. Operate garbage trucks and equipment used in the collection of solid waste
3. Operate equipment used in snow removal
4. Perform service calls related to the maintenance and repair of water meters
5. Perform the daily work of assigned division.
6. Perform routine and minor maintenance on City vehicles and equipment.
7. Reports equipment problems beyond the scope of routine maintenance to the Fleet Maintenance Manager or supervisor.
8. Advises supervisor of any unforeseen problems that prevent carrying out assigned tasks in a timely manner.
9. Advises supervisor of inventory of operational parts and supplies necessary for preventative and routine maintenance and repairs.
10. Performs related duties as directed by proper authority.
11. Interact professionally and provide professional customer service to all levels of city personnel and customers to ensure high operational and service standards.

E. Knowledge, Abilities, Skills, and Other Work Requirements:

Knowledge:

1. Knowledge of construction methods, procedures, and practices necessary in the maintenance of public infrastructure.
2. Knowledge of carpentry and mechanical principles
3. Knowledge of the tools and equipment typically used in a public works environment
4. Knowledge of grounds maintenance
5. Knowledge of general equipment maintenance and repair
6. Knowledge of O.S.H.A requirements, occupational hazards, and safety precautions necessary for jobsite safety and the safe operation of equipment and vehicles.

Abilities:

1. Ability to complete assigned duties as described above
2. Ability to perform heavy manual labor
3. Ability to operate City trucks, tools and machinery used in a public works environment
4. Ability to understand and follow written and oral instructions
5. Ability to read maps
6. Ability to adhere to municipal, state, and federal rules, regulations, guidelines, and standard operating procedures.
7. Ability to respond seven days a week, 24 hours a day for system emergencies as needed
8. Ability to accept and support change and adapt as necessary

9. Ability to establish and maintain effective working relationships with other employees, elected officials, and the public.

Skills:

1. Active Learning - Understand the Implication of new Information
2. Active Listening - Give full attention to what other people are saying, taking the time to understand
3. Critical Thinking - Use logic and reasoning to identify the strengths and weaknesses for alternative solutions, and approaches to problems
4. Monitoring - Being able to assess the performance of ones' self, other Individuals, or organizations to make improvements or take corrective action
5. Time Management - Manage one's own time
6. Equipment Selections - Determine the kind of tools and equipment needed to do a job

Other Work Requirements:

1. Ability to maintain a State of Illinois Commercial Driver's License (CDL) Class B or higher and operate trucks within the Public Works Department

- F. *Minimum Education, Certification, and Experience Requirements:***
High School graduate or equivalent, supplemented by some experience in operating power equipment and machinery; or any combination of experience and education which provides the desired knowledge, skills, and abilities.
- G. *Background check and pre-employment drug screen conducted prior to appointment.***

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.