

TITLE: TRUCK DRIVER/LABORER

JOB SPECIFICATION Last update August 1, 2015

Department: Public Works

Union: AFSCME

40 hours per week

Position Description:

This position reports to a supervisor.

This position includes routine unskilled to skilled manual work performing roadway construction, reconstruction, maintenance and other related repair work to streets, sidewalks, parking lots and other town property.

Working conditions include outdoor work performed in weather conditions in which the incumbent may be exposed to adverse weather conditions.

Indoor work is usually performed under shop conditions in which the incumbent may be subject to some discomfort such as noise, etc.

Position Qualifications:

Candidates for this position must have a High School Diploma or equivalent; one to three years of experience operating heavy trucks and equipment, or an equivalent combination of education or experience; both a valid NJ Driver's License and a valid NJ Commercial Driver's License.

The incumbent should possess the ability to learn job tasks through on-the-job training with the ability to comprehend and follow oral and written instructions while being able to perform assigned work tasks in a timely fashion without direct supervision constantly available.

Ability to read, write, understand and communicate in English sufficiently to perform the duties of the position

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all the duties listed in this specification. Conversely, all duties performed on the job may not be listed.

Truck Driver/Laborer Job Duties Include But Are Not Limited To:

- Perform manual tasks in connection with the maintenance, care, upkeep, repair, marking, and beautification of highways, streets, parking lots and other Town

property such as cutting grass, and grading and rolling of asphalt, gravel, stone and any other material; cleaning, repairing and installation of culverts, catch basins drains and ditches; patching, paving and repair of highways, streets, sidewalks and other Town property; and general cleaning of roads.

- Erects, repairs and manufactures guard rails, highway markers, snow fences and signs using posthole diggers, shovels, picks, axes, saws, hammers, jackhammers or any tool or power tool necessary to perform this work.
- Sweeps sidewalks and roads; rakes and mows lawns; pick up and haul debris, carrion and rubbish; shovels snow, sands roads, and operates truck and equipment with or without plowing equipment; and performs manual tasks requiring some special skill or knowledge in connection with snow removal.
- Performs manual tasks requiring some special skill or knowledge as assigned in assisting mechanics, carpenters, electrician, painters, plumbers, steamfitters, masons or other tradesmen engaged in the maintenance, repair and construction work, including adjustments and repairs of equipment, sharpening tools, mixing paint, etc.
- Cleans, washes, gases, oils, and greases trucks and equipment and performs manual tasks requiring some specialized skills or knowledge in connection with the maintenance and operation of the Department of Works and related buildings.
- Performs some manual tasks requiring some special skill or knowledge in a stockroom, storeroom, tool room or warehouse in connection with unloading or loading freight, materials and equipment: handling and storing of stock; taking inventories; and moving furniture, files, furnishings, polls, signs and performing similar assigned tasks. Will operate power saws, sand blasters, compactors, sweepers, jackhammers, pavement breakers, winches, cement mixers, compressors, pumps, generators, and other similar equipment as required.
- Ability to operate but not limited to grass cutters, infield draggers, snow blowers, dump trucks, plows, chippers
- Ability to utilize types of electronic and or manual recording and information systems used by the department
- Clean/sanitize restrooms using established practices and procedure; refill restroom dispensers.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; vacuum and shampoo carpets.
- Empty/clean wastebaskets and trash containers; empty/clean cigarette urns
- Replace light bulbs.
- Assist with the setup of facilities for meetings, classes, conferences, events, etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors.
- Use and maintain assigned power equipment and hand tool used for cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment.
- Use ladders when required in work assignments.

- Lock/unlock assigned buildings; secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs using hand-operated tools or small power equipment.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Attend safety meetings and other related meetings.
- Attend to emergencies when necessary.
- Attend safety and other related meetings or classes as required.
- Take classes as required.
- Handle recycling materials.
- Assist with inventory control and security.
- Safely operate all vehicles and other job related equipment.
- Support/ enforce all policies governmental such as OSHA/WISHA rules, health and safety regulations and guidelines, etc.
- Perform related duties as required.