

## MISSISSIPPI COUNTY

### Job Description

**JOB TITLE: Class A/B Truck Driver**

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Exempt (Y/N): No GRADE:  
Date Prepared: June 2018

DEPARTMENT: Road Department  
SUPERVISOR: Road Superintendent

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#### **SUMMARY:**

The incumbent in this position is responsible for driving Road Department dump trucks that make deliveries to assigned areas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: \*\*Other duties may be assigned.

1. Able to operate dump truck and front-end loader
2. Service truck
3. Drive and operate other road equipment as trained for and assigned
4. Perform related responsibilities as required or assigned

#### Other Responsibilities:

- Deliver various types of materials that are required for each job site
- Operate a truck with a standard transmission
- Proper loading and securing loads on truck/trailer
- Pick up miscellaneous materials at the suppliers
- Clean up shop and yard when not making deliveries
- Minor maintenance on trucks
- Work overtime if necessary/assigned
- Regular/punctual attendance
- Perform non-essential functions as needed

\*\*Employees are responsible for maintaining all equipment including vehicles driven to and from work. Vehicles need to be properly maintained and kept clean.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

High School Diploma or General Education Diploma (GED) preferred and on-the-job training.  
CDL License is required.

**OTHER SKILLS AND ABILITIES:**

Must be willing to be trained for any and all required job duties; must be able to work for long periods of time without direct supervision.

Other Responsibilities:

- Deliver various types of materials that are required for each job site
- Operate a truck with a standard transmission
- Proper loading and securing loads on truck/trailer
- Pick up miscellaneous materials at the suppliers
- Clean up shop and yard when not making deliveries
- Minor maintenance on trucks
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- Regular/punctual attendance
- Perform non-essential functions as needed

**WORKING RELATIONSHIPS:**

Interaction skills with Road Department staff

**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, the employee is regularly required to sit, reach with hands and arms and use hands to handle or feel objects/controls. The employee will occasionally stand, walk, talk and hear, stop, kneel, crouch and crawl; climb and balance. No specific vision abilities are required for this position. The employee must occasionally lift and/or move up to 100 pounds.

**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.

Environment: Exposure to moving mechanical parts; outdoor weather conditions and vibration; noise level in the typical work environment is loud.