



## JOB DESCRIPTION

### IDENTIFICATION

**Job Title:** Truck Driver/Equipment Operator  
**Department:** Public Works  
**Location:** 314 East Spring Street, Tuskegee, AL  
**Reports to:** Public Works Manager

**FLSA Status:** Non-Exempt  
**Code:** 53-3032  
**Pay Class:**  
**Date:** August 16, 2013

### JOB SUMMARY

Perform leadership responsibilities, performs or supervises equipment maintenance, operates packer truck, operates knuckle-boom truck, operates related equipment, follows safety procedures, and performs related services: Assigns tasks to crew member; provides orientation and on-the-job training to new workers; explains work rules and standards of conduct; provides input in to rating of job performance; may counsel crew member or recommend disciplinary action. Inspects and prepares equipment for safe and proper operation; completes checklist; leans and may pressure wash equipment; lubricates equipment at prescribed intervals; may perform light maintenance; and secures equipment after use. Drives packer truck along route to collect refuse; positions truck for curbside container or dumpster and holds position while crew member operates controls to empty into hopper and compact contents and replaces waste container; maintains pace of collection activities; drives truck to landfill; positions truck and holds position while crew member ejects load. May operate street sweeper along prescribed route to remove dirt and debris; may operate dump truck to haul and dump sand, dirt, construction materials or debris; may operate front-end loader to lift and transport bulk materials and/or to load trucks; and may operate backhoe to dig or clean ditches, excavate for construction projects or to break up materials. Attends and participates safety meetings; earns and follows and safety procedures for operation of assigned equipment; follows traffic regulations and practices defensive driving; ensures crew member follows safety procedures; identifies and reports unsafe working conditions; may intervene or call for work stoppage to prevent unsafe act or avoid unsafe working condition; and reports accidents and all injuries. May perform grounds maintenance tasks and street maintenance tasks, using appropriate hand and power tools and equipment; may operate farm tractor with rotary cutter to mow fields or rights-of-way and performs related tasks as requested,

### RESPONSIBILITIES AND TASKS

**A. Performs Leadership Responsibilities:** Assigns tasks to crew member, based on equipment being used and type of work being performed. Provides orientation and on-the-job training to new workers. Explains work rules and standards of conduct. Provides input in to rating of job performance. May counsel crew member or recommend disciplinary action for conduct or performance problems.

**B. Performs or Supervises Equipment Maintenance:** Inspects and prepares equipment for safe and proper operation prior to beginning work for the day. Completes Vehicle/Equipment Checklist. Cleans and may pressure wash equipment after use. Lubricates equipment at prescribed intervals. May perform light maintenance on equipment. Secures equipment after use.

**C. Operates Packer Truck:** Drives packer truck along a prescribed commercial or residential route to collect refuse. Positions truck for curbside container or dumpster and holds position while crew member operates controls to empty into hopper and compact contents of containers and/or dumpsters, and replaces waste container on curb. Maintains pace of collection activities to ensure timely completion of assigned route. Drives truck to landfill. Positions truck and holds position while crew member ejects load.

**D. Operates Knuckle-Boom Truck:** Drives knuckle-boom truck to collect trash, limbs and other debris from work sites, residences, parks and other City property. Positions vehicle alongside targeted debris. Operates truck- or trailer-mounted knuckle-boom arm with clamshell to pick up debris and load it into truck, and allows crew member to rake scattered debris into pile before making last pick-up. Secures all doors, gates and fasteners to prevent spillage or loss of load during transport. Transports and dumps material at landfill or appropriate location.

**E. Operates Related Equipment:** May operate street sweeper along prescribed route to remove dirt and debris from City streets and parking lots. May operate dump truck to haul and dump sand, dirt, construction materials or debris. May operate front-end loader to lift and transport bulk materials to and from storage or processing areas to work sites, and/or to load trucks. May operate backhoe to dig or clean ditches, excavate for construction projects including grading to stakes or to break up materials such as asphalt.

**F. Follows Safety Procedures:** Attends and participates safety meetings. Learns and follows and safety procedures for operation of packer and knuckle-boom truck and other assigned equipment. Follows traffic regulations and practices defensive driving. Ensures

crew member follows safety procedures. Identifies and reports unsafe working conditions. May intervene or call for work stoppage to prevent unsafe act or avoid unsafe working condition. Reports accidents and all injuries including minor injuries.

**RESPONSIBILITIES AND TASKS, Cont.**

**G. Performs Related Services.** May perform grounds maintenance tasks such as mowing grass, trimming grass and weeds blowing grass clippings and debris, pruning shrubs, felling and limbing trees, spraying chemicals, preparing sites, installing plants, and removing litter using appropriate hand and power tools and equipment. May perform street maintenance tasks such as flagging motorists, placing barricades spreading sand, gravel and asphalt, cleaning debris, repairing guardrails and street markers, performing masonry work, using appropriate hand and power tools, and equipment. May operate farm tractor with rotary cutter to mow fields or rights-of-way. Performs related tasks as requested, **Note: All tasks listed under A-G above are essential job functions.**

**JOB SPECIFICATIONS**

**Knowledge, Skills and Abilities:** Knowledge of Public Works operations and equipment related to sanitation,\* Knowledge of policies, standard operating procedures and rules of Tuskegee Public Works Department.\* Knowledge of City of Tuskegee Employee procedures and work rules.\* Knowledge of the city street system, business, schools, emergency facilities, jurisdiction and city limits.\* Knowledge of occupational health and safety including accident causation and prevention.\* Reading skills to comprehend directives, rules, regulations and similar non-complex material. Writing skills to complete forms. Verbal communication skills to communicate with co-workers, supervisors and the general public. Math skills to add, subtract, multiply and divide. Skill in operational and safety procedures related to loading, compacting and extracting contents of packer truck. Skill in operational and safety procedures related to loading and dumping limbs and debris using knuckle boom loader truck. Skill in operational and safety procedures related to dump truck, front-end loader, backhoe and farm tractor.\* Leadership skills to instruct, counsel, guide and motivate subordinates. Ability to follow written and oral commands and directives. Ability to work in adverse weather conditions and in hazardous environments. Ability to relate to and serve individuals without regard to race, color, religion, sex, or ethnicity. Ability to cooperate and work as a member of a team. Ability to perform the essential functions of the job with or without reasonable accommodation.

**Note: KSAs with asterisk (\*) may be acquired on the job.**

**Credentials and Experience:** Graduation from high school or GED. Have 1 year experience in performing sanitation work service maintenance environment. Meet appropriate physical requirements. Hold valid Alabama Drivers License. Hold Commercial Drivers License (CDL).

**Special Requirements:** Must submit to pre-employment drug screen and physical examination. Must submit to pre-employment background investigation. Must submit to drug test on reasonable suspicion of drug use and random tests. Must be willing to comply with City and Public Works Department policies and work rules. Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals.

**APPROVALS**

\_\_\_\_\_  
**Public Works Manager    Date**

\_\_\_\_\_  
**City Manager                      Date**