



Position Description

POSITION TITLE:	Truck Driver
DEPARTMENT:	Public Works
REPORTS TO:	Assistant Public Works Director/Assistant Public Works Supervisor Operations

SUMMARY OF POSITION:

The Truck Driver is responsible for the safe and efficient operation of Starland County's trucks for various tasks including fueling heavy equipment, operating the water truck with the goal of keeping gravel and clay roads surfaces at optimum moisture content, for hauling gravel to different job sites, and any other duties assigned by the Public Works Director.

RECOMMENDED TRAINING & QUALIFICATIONS

- High School Diploma, GED or Equivalent
- Defensive Driving Course
- Experience in performing servicing, preventive maintenance, and vehicle and equipment inspection work
- Possession of a valid commercial Driver's license – minimum Class 3 required but Class 1 is preferred
- Strong mechanical aptitude with ability to perform routine vehicle maintenance
- Strong work ethic
- Must be able to work with little supervision; be self-directed
- Ability to lift up to 50 lbs
- Knowledge of truck and equipment safety
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, TDG, others as applicable

KEY DUTIES AND RESPONSIBILITIES

1. Oversee cargo handling and secure loads, including equipment preparation, application of safe practices, compliance with applicable Acts and regulations
2. Perform pre-trip and post-trip inspections as well as daily toolbox meetings
3. Comply with applicable legislation including safe operation, carriage of goods, driver's hours of service, occupational health and safety, transportation of dangerous goods, and weights and dimensions

4. Maneuver trucks into loading or unloading positions, following signals from loading crew as needed; check that vehicle position is correct and any special loading equipment is properly positioned
5. Report vehicle defects, accidents, traffic violations, or damage to the vehicles
6. Maintain logs of working hours and of vehicle service and repair status, following applicable state and federal regulations
7. Assist in loading and unloading of trucks
8. Operate other heavy equipment and other construction related duties as required
9. Monitor records and track hours of service for assigned vehicles and be sure to report all required information to required locations depending on the truck being operated
10. Perform periodic inspections before, during, and after delivery to ensure that load is properly fastened down and secure
11. Must ensure a solid understanding of any principles of Starland County's Code of Ethics and Policies and comply with them
12. Maintain courteous relations with the public, other contractors, council members and other co-workers
13. Must be able to follow workplace safe work procedures, policies, and regulations and to make sure that their subordinates follow the same
14. Perform all other duties assigned by the Public Works Director, Assistant Public Works Director, Assistant Public Works Supervisor Operations, or the Chief Administrative Officer

KNOWLEDGE AND ABILITY TO:

- Standard lubricants and oils used in vehicle and equipment servicing work
- Safe and defensive driving practices
- Safe work practices
- Maintain records of routine maintenance on equipment

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position requires operation of County vehicles, making it a safety sensitive position so drug and alcohol testing is required upon hiring.

*Revised as of June 2024