

**TOWN OF DURHAM  
JOB DESCRIPTION  
TRUCK DRIVER/LABORER**

**Job Title:** Truck Driver/Laborer  
**Department:** Public Works Department  
**Reports To:** Road Commissioner  
**Position Type:** Full-time or Part-time

**Classification:** Non-Exempt  
**Other:**  
**Supervisory:** No

**GENERAL SUMMARY:** The Truck Driver/Laborer performs a variety of maintenance and construction tasks; operates trucks and light equipment customary to the operation of a Public Works Department, including, but not limited to road graders, skid steer loaders, front end loaders, sweepers, sidewalk plows, multi-purpose equipment and attachments, rollers, compactors, roadside mowers, roadside shoulder and paving maintainers, wood chippers, snowplows and snow removal equipment, various types of light equipment and hand tools as required, trimmers, chainsaws and other tools related to the maintenance of the Town's right-of-ways and public facilities. All Public Works employees are considered to be on call and shall be available whenever the possibility for inclement weather exists from November 1<sup>st</sup> through May 1<sup>st</sup>.

**ESSENTIAL JOB FUNCTIONS:**

- Operates CDL trucks and equipment owned and/or rented by Public Works
- Installs pipes, manholes and other drainage related infrastructure.
- Performs snowplowing and snow removal operations on roadways, sidewalks, and other areas
- Performs pre-inspection and general maintenance of trucks and equipment
- Reports repair and servicing needs to the Foreman and Mechanic.
- Performs manual work, such as shoveling, raking, loading and unloading trucks of various materials, such as stone, gravel, timber, and leaves
- Performs general landscaping duties around all town owned property, and performs street tree trimming/clearing for visibility and vehicle passage
- Performs asphalt applications (paving), storm drainage repairs and replacements; ditching and shoulder repair
- Assists with bulky waste collection
- Voting booth setup and take down for State and Town elections
- Must get along with others and work in a professional manner
- Be on call from November 1<sup>st</sup> through May 1<sup>st</sup>
- Maintains regular, predictable, and reliable attendance
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Maintains cleanliness and safety in the shop and breakroom
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town and Department policies
- Performs related work as required

**KNOWLEDGE/SKILLS**

- Thorough knowledge of the functions and operational methods of public works light equipment and vehicles
- Knowledge of standard practices, procedures, and related safety regulations
- Knowledge of "Dig-Safe" laws and practices
- Skill in the use and care of landscaping tools and equipment
- Working knowledge of the practical use of various carpentry and masonry tools
- Knowledge of field safety

**ABILITY TO:**

- Operate and use trucks and equipment independently with or without supervision
- Understand and follow oral and written instructions
- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Provide a high level of customer service to both internal and external customers
- Communicate professionally and effectively
- Establish and maintain effective working relationships with co-workers and the public
- Attend any required or recommended training

**MINIMUM REQUIREMENTS****Experience and Education/Training:**

- High School diploma or equivalent
- One (1) year experience in working in construction and maintenance work; or any equivalent combination of education and experience

**Licenses/Certifications:**

- Current valid Class A or B CDL license

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Frequent exposure to extreme inclement weather conditions and temperatures. Must be physically able to operate a variety of vehicles and equipment, including, but not limited to rubber-tired loader, dump truck, sweeper, back hoe, small tractors, and many construction tools (compactor, pavement saw, chain saw, lawn mower, grass trimmer, etc.). Vision and hearing adequate to perform the essential function of the job are required.

Moderate to heavy physical effort under adverse field conditions is required involving long periods of standing/moving, climbing, crawling, bending, pushing, pulling, occasional lifting of moderately heavy objects up to 60lbs. The employee must be capable of working a long duration of hours.

***The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.***

**External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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**Employee Signature:****Date:**