EMPLOYMENT OPPORTUNITY

TRUCK DRIVER

Autauga County Commission is now accepting applications for a Truck Driver. Primary responsibilities are specified in the Job Description. Must have a Class 'B' CDL, but a Class 'A' CDL is preferred.

The salary range is $9.75 to $15.03 per hour, based on experience.

Health Insurance and Retirement Benefits

Applications available online at www.autaugaco.org or a hard copy is available at the following locations:

Autauga County Engineer's Office
511 West 4th Street
Prattville, AL 36067
Monday – Thursday from 6:00 A.M. to 4:30 P.M.

Autauga County Commission Office
135 N Court Street, Suite B
Prattville, Alabama
Monday – Friday from 8:00 A.M. to 5:00 P.M.

Applications will be accepted until 4:00 p.m., Thursday, April 5, 2018.

Autauga County does not discriminate on basis of disability.

Autauga County is an Equal Opportunity Employer.

Review of Criminal Record and Drug Test will be required.

AUTAUGA COUNTY
JOB DESCRIPTION

$9.75. $15.03
based on experience

Job Title: Truck Driver

Department: Engineering

FLSA: Grade: 3

Name:

Job Description Prepared: June 2014

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Road Foreman

Subordinate Staff: None

Other Internal Contacts: Engineers; Sheriff; County Shop

External Contacts: General Public; Contractors; Vendors

Job Summary

Under the close supervision of the Road Foreman, the Truck Driver operates light and medium duty trucks and equipment to complete the assigned tasks. The employee ensures that trucks are loaded properly and drives truck to the correct destinations. The Truck Driver performs basic maintenance procedures on trucks and equipment. The employee also assists crews performing other tasks associated with maintaining County roads and rights-of-way (ROW) which may include work using hand and power tools such as a chainsaw, weed trimmer and lawn mower.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Equipment Operation. Operates light to medium equipment such as dump trucks and light duty tractors using proper safety gear in order to perform various road and ROW maintenance operations in a safe and proper manner.

1. Operates standard dump-truck, front-end loader, light duty tractor, and bush hog.
2. Ensures that trucks are properly loaded.
3. Drives to work sites and unloads materials.
4. Dumps and spreads dirt, asphalt, gravel, sand and other materials.
5. Drives light tractors with various attachments to include gang mowers, chippers, buckets and sweeper brooms.
6. Operates front-end loader to load dump trucks.

ESSENTIAL FUNCTION: Equipment Maintenance. Performs routine and preventative maintenance on assigned vehicle.

1. Performs daily and monthly vehicle safety and maintenance inspections on assigned equipment.
2. Performs preventative maintenance on equipment.
3. Ensures vehicle is properly fueled.
4. Monitors mileage and ensures vehicle receives scheduled maintenance.
5. Cleans and washes vehicles.

ESSENTIAL FUNCTION: Manual Labor. Performs miscellaneous tasks following departmental policies and procedures in order to ensure proper maintenance and efficient operations of the department.

1. Maintains a log of materials hauled and destination.
2. Records date and time of work performed.
3. Performs flagman duties, as needed, while on road maintenance jobs.
4. Operates power tools such as chainsaw, weed trimmer, lawn mower and various hand tools for road and ROW maintenance.
5. Cleans ditches and pipes using a variety of hand tools.
6. Clears and mows rights-of-way.
7. Sweeps roads, bridges, traffic islands and gutters.
8. Clears debris from roads.
9. Cleans holes, removes rough edges, and patches.
10. Replaces and repairs guard rails and posts.

11. Removes and installs culverts.
12. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of the County road system.
3. Knowledge of traffic rules and regulations.
4. Knowledge of the safe operation and maintenance of light and medium duty trucks and equipment.
5. Knowledge of basic vehicle maintenance.
6. Knowledge of safety rules including accident causation and prevention and worksite safety regualtions.
7. Reading skills to understand, and interpret daily schedule, traffic signs, and other road signs.
8. Communication skills to effectively communicate internally and externally, both orally and in writing.
9. Verbal skills to communicate effectively with supervisor, co-workers, and public.
10. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
11. Math skills to perform basic calculations (add, subtract, multiply, divide).
12. Skills to listen and follow verbal instructions.
13. Skills to operate various power and hand tools (i.e. chainsaw).
14. Ability to communicate effectively with supervisors, co-workers and the general public.
15. Ability to read maps.
16. Ability to work well with co-workers.
17. Ability to work in all weather conditions.
18. Ability to climb on top of and crawl under various vehicles as required.
19. Ability to lift and move objects greater than 50 lbs.
20. Ability to operate a two-way radio/communication device.
21. Ability and manual dexterity to safely operate various pieces of equipment.
22. Ability to follow written and oral instructions.
23. Ability to remain alert when operating vehicles and equipment.
24. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Two years of experience operating a dump truck and light to medium equipment; or any combination of education, training and experience that

demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.

3. Possess a current and valid Class B CDL.
4. Ability to travel throughout County.
5. Ability to work overtime or non-standard hours as required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.