

City of Martinsburg



JOB: PUBLIC WORKS DRIVER/LABORER

DATE: 4/15/2019

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**REPORTS TO: PUBLIC WORKS
DIRECTOR**

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: PUBLIC WORKS DRIVER/LABORER

- **PAY STATUS: NON-EXEMPT**

2. REQUIREMENTS:

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| | Education: | High school diploma or GED equivalent, and two years of driving or operating public works equipment, or any equivalent of combination of related education and experience. | |
| | Licensing, Registration or Certification: | Background check must be satisfactory. Pre-employment screenings must be passed. Must possess or be able to obtain at time of hire, and maintain a valid WV drivers license and a CDL license while in this position. | |
| | Experience | Education and/or experience above or any equivalent combination of education and experience. | |
| | Skills, Knowledge and Abilities: | <p>Considerable knowledge of equipment, facilities, materials, methods and procedures used in truck driving, sanitation routes, routine construction and repair activities.</p> <p>Ability to perform heavy manual tasks for extended periods of time.</p> <p>Ability to work safely.</p> <p>Ability to effectively meet and deal with the public, always being polite as a representative of the City.</p> <p>Ability to use and operate motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone and ditch witch.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels and to understand and carry out verbal and written instructions.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public.</p> | |
| | Physical: | Body Positions: | Standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching and crawling. |

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| | | Body Movements: | <p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards.</p> <p>Reach with hands and arms.</p> <p>Must be able to constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds.</p> <p>Stand, walk, sit, kneel, stoop, crouch, climb, balance and crawl.</p> |
| | | Body Senses | <p>Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</p> |
| | Mental: | Language | <p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</p> |
| | | Supervision Exercised | None |
| | | Reasonable Accommodations | Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |

3. TASKS and DUTIES OF JOB: General Definition: Performs a variety of unskilled and semi-skilled work, and operates a variety of smaller equipment, within the daily operation of the Public Works Department. Drives larger trucks (over 26,000 lbs) when work load requires, requiring a special license and the operation of specific equipment. Employee works under the direct supervision of the Public Works Director. While performing the duties of this job, the employee constantly works outside in weather conditions of all types. The employee sometimes operates dump trucks, pick-up trucks, rollers and street sweepers. Employee uses and operates tamper, compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone and ditch witch. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is exposed to heavy lifting while handling garbage and recyclables and performing other duties while working in the public right of way. Moving in and around traffic is

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hazardous and dangerous. When driving, employee works with heavy objects such as stone, sand and chemicals and must be alert to strains and proper use of equipment. Ice and snow make operation of equipment hazardous thus requiring drivers to adjust operating speeds accordingly. Use of manual and power tools may be hazardous if used improperly. Employee must use all safety issued equipment properly in the performance of the duties of this position. The employee is exposed to fumes or air borne particles, toxic or caustic chemicals. Noise level in the work environment is usually loud.

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| 1 | Maintains the required confidentiality of all work. |
| 2 | Drives and operates large sanitation trucks, tandem axle dump trucks and tractor trailer trucks and equipment with a GVW of more than 26,000 lbs. when full-time driver is unavailable. |
| 3 | Loads, unloads and hauls stone, slag, sand, salt, dirt, debris, garbage, asphalt and other materials as needed. |
| 4 | Performs duties as flagman when City crews work in the public right-of way. |
| 5 | Observes surrounding conditions such as citizens, equipment, property, etc. in order to assure that solid waste is collected in a safe manner; regulates traffic in hazardous conditions in order to assure safety conditions for the collection personnel and the general public. |
| 6 | Assists vehicle drivers with backing equipment whenever equipment is moved in reverse. Serves as a helper using various power equipment. |
| 7 | Washes vehicles and equipment. |
| 8 | Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to a supervisor; cleans equipment. |
| 9 | May perform minor equipment maintenance such as oil changes, greasing, washing, tire changing and installation of snow chains to keep equipment in safe operating condition. |
| 10 | Responds to complaints at the curb; resolves complaints within scope of authority; explains actions to supervisor. |
| 11 | Performs all duties in conformance to appropriate safety and security standards. |
| 12 | Checks assigned equipment for fuel, oil and water, replenishes as necessary and performs other routine equipment preventative maintenance. |
| 13 | May occasionally be required to perform "shop" duties such as; assisting mechanics, sweeping floors and streets, shoveling snow, using shovels, rake, picks and other applicable equipment in construction of City projects. |

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| 14 | Assists in carpenter work, masonry work and concrete work. Digs drainage ditches cleans out culverts and repairs roads/ streets. Mixes mortar with shovel or hoe using proper amount of water, cement and sand, pours footers, and handles brick and block for building. |
| 15 | Pushes wheelbarrow to move dirt, sand, stone, asphalt, debris, and any other material as assigned. |
| 16 | Cuts grass with push power mower or other special equipment, cuts hedges, rakes leaves and assists with various clean-up work. |
| 17 | Loads and unloads heavy material from trucks and vans. Moves or aids in moving heavy boxes or equipment and other bulky objects. |
| 18 | Assists tree trimming crews with brush removal. |
| 19 | While performing as driver, employee performs as a crew leader on sanitation collection routes being responsible for other employee safety and safe operation of the packer units and safe operation of the truck in traffic and close operating conditions. |
| 20 | Any and all other duties assigned by the Public Works Director. |

4. MEASURES OF PERFORMANCE:

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| 1 | Has a thorough understanding of job duties. |
| 2 | Shows an interest in job and City. Represents the City in a professional and ethical manner. |
| 3 | Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts. |
| 4 | Accepts and adapts to change, Learns new things quickly. |
| 5 | Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently. |
| 6 | Has ability to multi task in changing situations, without undo stress or frustration. |
| 7 | Practices quality employee/customer service/phone manner/public engagement. |
| 8 | Accurate in duties as assigned. |
| 9 | Prepares required reports accurately and timely. |
| 10 | Strives to develop and maintain skills necessary to progress in the Public Works Driver /Laborer |

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position. Seeks opportunities to grow and develop in position.

I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.

Employee

Date

Supervisor

Date