

**LUNA COUNTY**  
**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Truck Driver	<b>SALARY RANGE:</b> 21 (\$25,562-\$31,953)
<b>DATE POSTED:</b> 08/08/2018 7:00 a.m.	<b>CLOSING DATE:</b> UNTIL FILLED
<b>DEPARTMENT:</b> Road Department	<b>FLSA:</b> __ EXEMPT __x_ NON-EXEMPT
<b>Shift-</b> Monday-Thursday 7:00a.m. To 5:30 p.m.	<b>Location:</b> Luna County
<b>REPORTS TO:</b> Roads Supervisor, Director	<b>BARGAINING UNIT:</b> NO
FT REG_x_ PT REG__ TEMP__ APPOINTEE__ FT TERM__ PT TERM__ AT-WILL__ OTHER _____	
<b>APPROVED:</b> _____	
Human Resources	Date
Department Head	Date

**Purpose Summary:** Operates a variety of light mobile equipment in transporting materials or in a performing general construction and labor to build, repair and maintain County roads.

**Essential Duties & Responsibilities:** The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Performs a variety of construction/maintenance equipment operation, semi-skilled tasks and manual labor as assigned in the construction and maintenance of roads, bridges and drainage structures.
- Operates a variety of trucks and equipment including but not limited to; air compressor, jack hammer, p pneumatic roller, backhoe, dump truck, asphalt distributor, chip spreader, paint/stripping truck, small trencher, mower, power broom, front end loader, fork lift, steel wheel roller, etc., exercising all safety regulations and procedures.
- Completes required daily logs and reports and submits them to the assigned supervisor.
- Hauls materials and transports vehicle and equipment to job sites using various trucks.
- Performs routine inspection and preventative maintenance work on assigned equipment; identifies and reports mechanical problems requiring additional repair to the assigned supervisor.
- Works with and assist crews in resurfacing, oiling and patching, and grading and shaping roads. Sets forms for concrete head walls, and may work on bridge crew, projects crew, maintenance crew, and sign crew.
- Perform transfer station duties, including but not limited to; hauling and cleaning transfer stations on a rotating and varied schedule basis.

**Supervision:**

Works under the direction of Road Department Director and Supervisors.

**Supervisory Responsibilities:**

Supervises no one.

**Minimum Qualification Standards:**

1. High School Diploma or GED certificate.
2. Valid New Mexico Class "A", Commercial Driver's License, current Medical Card, (please attach a copy of both)
3. Able to comprehend, read, write and communicate in English.
4. Able to follow written and oral instructions without supervision.
5. Able to perform essential duties listed.
6. Able to competently and safely use tools and/or equipment and materials as listed and in the job conditions described.
7. Able to comply with County Safety Policy and adhere to Personnel Policy.
8. Able to pass job requirement physical if selected for position.

**SPECIFIC JOB QUALIFICATIONS:**

1. Clean driving record for previous 12 months. (Please attach a current copy of your Motor Vehicle Record (MVR) and a copy of your Class A CDL.)
2. Minimum of one-year operation with similar equipment listed under Essential Duties.

**ADDITIONAL QUALIFICATIONS PREFERRED BUT NOT REQUIRED:**

1. Familiarity with the Geography, Roads and weather conditions of the county.
2. Ability to communicate in Spanish.
3. Knowledge of Rules, Laws and Regulations governing use of listed equipment.

**ESSENTIAL JOB REQUIREMENTS:**

Please indicate your ability to perform all following duties or work within job conditions described with a check in the 'YES' or 'NO' box.

YES NO

- 1. Operate a variety of equipment including Front-end Loader, Dump Truck, Tank Truck, Pickup, Tractor, Bush Hog, Service Truck, Pneumatic Roller, Transport, Tandem Truck and Steel Wheel Roller.
  
- 2. Perform general and daily maintenance service on equipment.
  
- 3. Drive and operate a truck to transport road materials to specified location.
  
- 4. Maintain work related records and logs.
  
- 5. Report equipment failures/deficiencies to supervisor.
  
- 6. Able to perform transfer station attendant duties on a rotating and varied schedule basis, which requires Solid Waste Certification.
  
- 7. Able to maintain radio contact with supervisor to receive instructions or report problems.
  
- 8. Able to read, understand, interpret, apply, and enforce codes and ordinances pertaining to environmental health issues.
  
- 9. Must have the ability to interact with the public in order to assure compliance with regulations.
  
- 10. Able to establish and maintain effective and cooperative working relationships with others.

**FUNCTION ANALYSIS**

**Mental Functions**

YES NO

- 1. Able to follow written and oral instructions and communicate effectively with coworkers and supervisors.
  
- 2. Able to think clearly and make decisions affecting work conditions and safety.
  
- 3. Able to comprehend and read equipment gauges and operating instructions.
  
- 4. Able to accurately estimate distance in order to operate equipment safely with adequate safety margins.

### **Physical Functions**

YES NO

- 1. Sit, stand and/or walk up to 4 hours at a time up to ten hours daily.
- 2. Able to lift and carry up to 90 Lb. up to 100 yards up to 10 times daily.
- 3. Able to climb, crouch or kneel up, on or under equipment as needed on daily basis.
- 4. Able to use and coordinate eyes, hands arms and legs to operate equipment when necessary.
- 5. Possess manual dexterity and coordination sufficient to operate tools and equipment necessary to perform duties.

### **WORKING CONDITIONS**

YES NO

- 1. Indoor work in essentially open metal buildings with concrete floors.
- 2. Outside work will range from cement and/or asphalt surfaces to gravel, dirt, inclines and rough terrain that may be dry or wet, depending on weather conditions which frequently includes winds of 5-30 mph.
- 3. Main Office area is approximately 20 by 30 with secretary, private office for Supervisor and director. General shop area is approximately 15,000 sq. ft, partially enclosed. Rest rooms in general office area.
- 4. Sound levels will vary from low/moderate to high depending on equipment being operated or used.
- 5. Indoor Lighting from windows and fluorescent lighting. Outdoor lighting primarily by daylight although emergency or night work may require floodlights or emergency type lighting.
- 6. Supplies, parts, fuel and materials are usually within the shop area or immediate yard area.

### **ADDITIONAL REQUIREMENTS:**

(Position related requirements NOT falling within ESSENTIAL category)

YES NO

- 1. Operate tank truck to wet down road surfaces.
- 2. Patch and repair road surfaces as directed.
- 3. Able to attend position-related meetings and seminars that may be out of town requiring irregular hours.

**EQUIPMENT, TOOLS, AND MATERIALS**

YES NO

- 1. Equipment as listed in Essential Duties.
  
- 2. Manual hand tools and powered hand tools include shovels, rakes, axes, picks, pitchforks, various digging tools, drills, trimmers, augers, pneumatic equipment and welding and cutting equipment.
  
- 3. Numerous shop tools including welders, sprayers, hoists, jacks and assorted hand and power tools.
  
- 4. Metal and wood filing and storage cabinets, vertical and horizontal.
  
- 5. Work hazards may include exposure to petroleum products including noxious fumes, concealed and open gas and electrical lines and wet, oily or greasy surfaces, vicious animals, and/or insects and desert reptiles and extreme temperatures.
  
- 6. Various safety equipment including face and eye shields, or glasses, protective gloves, reflective vests, back support belts, steel toed shoes/boots, traffic cones, barriers and flags.

**Applicant Declaration**

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by: RP/MH

