

Webster County, Missouri Job Description

Driver / Operator

Position Title: Driver / Operator

Wage Status: Non-Exempt

Position Summary:

The Driver is responsible for safely operating County vehicles to deliver to job sites, transport materials, or clear roads.

Essential Responsibilities and Duties:

- Drive County vehicles in a safe and courteous manner
- Follow all safety rules of the road and of the County
- General maintenance of the vehicles
- Daily safety checks including tires, lights, etc.
- Tie down and Secure load before take off
- Keep vehicle locked and secure when away from vehicle
- Communicate with other drivers and County workers to schedule delivery to the job site
- Understand how to correctly haul hot mix
- Log mileage
- Fueling and tracking receipts (tickets)
- Report time tickets
- Service the vehicle
- Assist at the job sites on placing culverts and as needed
- Know and follow weight limits on roads and on vehicles
- Keep vehicles clean and free of debris
- Know County roads and where power lines are located
- Operate two-way radio and/or cell phone to communicate with co-workers
- Available for overtime as needed
- Operate snow plow and salt spreader as needed
- Know directions (north, south, east, west)
- Uses hand tools to do minor repairs or build items upon request
- Clearly and effectively communicate information to co-workers, citizens, and visitors in verbal (in person or via phone) and written formats
- Effectively organize work area and use time management skills
- Must be able to maintain a positive attitude while dealing with many different personality types and situations

- Provide excellent customer service for all Webster County citizens and visitors
- Must attend all training as required
- Other duties as assigned

Education, Knowledge, Skills, and Abilities:

- Read and follow instructions
- At least two (2) years of dump truck experience
- Valid CDL (Commercial Drivers' License) required
- Clean driving record required
- Able to back trucks accurately and safely
- General mechanical aptitude
- Must be able to quickly problem solve
- Able to work with general public, citizens, co-workers and others by speaking with (in person or via phone) and written communication
- Must have a clean criminal history
- Must know and understand all safety procedures of the department at all times
- Must have acceptable attendance record
- Able to perform all tasks listed above on a daily basis

Physical Demands:

- Lifting and carrying up to 50 pounds frequently and frequently moving small objects
- Able to work with arms raised over shoulder height
- Able to frequently climb into small, tight places, in and out of ditches and up and down from equipment and tall vehicles
- Frequently driving and sitting
- Able to frequently bend, stretch, lift, and crawl
- Able to push and pull up to 50 pounds
- Able to work in loud and busy environment as well as quiet environment
- Work outside during all weather conditions as well as inside
- Shovel snow and ice as required
- Walking or standing frequently
- Must have manual use of hands, arms, and feet to operate all equipment as required
- Must have manual use of hands and vision to make repairs as needed
- Able to clearly and effectively communicate with citizens, co-workers, visitors, and the general public

I have been given the opportunity to review this position description and have discussed the requirements of the position with the hiring supervisor. I understand this position description represents the minimum performance requirements of the job.

I have read and understand the Driver job description and can perform the essential functions and physical demands with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date