



Job Description

TITLE: Truck Driver	JOB CODE: 5130
DEPARTMENT: Public Works	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Labor/Trade
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision of the Construction & Maintenance Manager, drives trucks with capacity of more than three (3) tons to transport materials and equipment to and from job sites or related areas; performs general maintenance and cleaning of vehicle; assists in the maintenance of roadways, storm drains, ditches, and County facilities; removes debris, weeds, limbs, ice and snow from roads and facilities; operates vehicles to haul trash dumpsters from site to site; performs commercial driver's vehicle safety inspections and services assigned equipment; assists with routine maintenance and emergency repairs.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Drives any large truck under the direction of the immediate Supervisor including dump trucks, belly dumps, water trucks and front end loaders, implements such as snow plows; utilizes scales, maps, telephones and radios.
- Participates in various seasonal projects such as snow removal with snow plow; responds to emergency call-outs resulting from severe weather, chemical spills or major accidents.
- Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, and water each morning.
- Performs emergency roadside repairs such as changing tires, installing light bulbs, tire chains, and spark plugs.
- Positions blocks and ties rope around items to secure cargo during transit.
- Operates trucks within prescribed guidelines and follows all laws and regulations.
- Measures or determines correct amount of dirt or fill product to be loaded into belly dump to stay within the legal limits; uses scale to validate load.
- Operates the assigned truck in a skilled and safe manner at all times, including hazardous road and weather conditions.
- Hauls gravel products in a 20-yard belly, using expert timing required to operate belly dump doors.
- Installs and secures materials with specified tarps to comply with the mandatory County regulation requiring tarp usage on all belly-dumps and dump trucks.
- Chains up tires for hazardous weather conditions, as necessary.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the equipment, materials and methods used in street maintenance.
- Knowledge of trucks operations, including thirteen-speed or other standard transmission models.
- Knowledge of basic mechanics related to heavy equipment.
- Knowledge of hazardous driving techniques.
- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.

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Truck Driver

- Knowledge of occupational hazards and safety rules and regulations in the operation of motorized equipment.
- Knowledge of the rules and guidelines related to work zone safety.
- Knowledge of County policies and procedures.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- Skill in performing hard, manual labor and following oral and written instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

Education and Experience

- High School diploma or GED equivalent and two (2) years experience driving off road and over the road trucks.
- Valid State of New Mexico Commercial Driver's license (CDL Class A) with tanker endorsement, or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Full-time work hours for this position consists of rotating "on-call" status, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department and/or during adverse weather conditions.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes various medium and heavy motorized vehicles and equipment, hand and power tools; operates large trucks such as belly dumps, water trucks and end dumps.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____