

CITY OF TOMAH JOB DESCRIPTION

POSITION TITLE: Truck Driver
SUPERVISOR: Public Works Supervisor
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DEPARTMENT: Public Works & Utilities
CLASSIFICATION: Hourly/Non-Exempt
Represented

REVISED: March 2019
COUNCIL APPROVED: September 20, 2022

GENERAL DESCRIPTION OF DUTIES:

Under the direction of the Public Works Supervisor, this position operates snow plows, drives trucks, prepares infrastructure, trims trees, landscaping duties, performs maintenance on vehicles and equipment, maintains logs of work performed and planned maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plowing, salting, snow removal.
2. Hauls snow, sand and debris by truck.
3. Assist in emergency responses, special events, parades, detours, natural disasters, banners and Christmas decorations as needed.
4. Street Management to include asphalt, shouldering, ditching, saw cut, crack seal, patching, painting, haul aggregate, and chemical weed control.
5. Landscaping to include tree removal and trimming, backfilling, stump removal, seeding, grading, building retaining walls, brush pickup, and leaf pickup.
6. Mowing of Airport facilities, interconnecting highways, and landfill.
7. Operates City bucket truck.
8. Cleans catch basins.
9. Paints striping on City streets.
10. Installs street signs and performs sign maintenance/repair, inventory and computer updating when necessary.
11. Replaces/maintains infrastructure pipe when necessary.
12. Performs concrete work on sidewalks and curbs.
13. Collects refuse and waste daily.
14. Delivers refuse and waste daily to the County Landfill.
15. Cleans trucks daily
16. Performs planned maintenance on equipment and vehicles and keeps logs.
17. Performs other duties as assigned.

EDUCATION AND EXPERIENCE REQUIRED:

1. High school diploma or G.E.D. required.
2. Two (2) or more years of truck driving experience.
3. Possession of a valid Wisconsin Class A or B Commercial driver's license and good driving record.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of City Safety Policies, planned maintenance and material safety data sheets.

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KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED):

2. Knowledge of construction and/or repair of streets, sidewalks and storm sewers.
3. Ability to be available on short notice for snow plowing or emergency situations.
4. Completion of Chain Saw Safety Course
5. Forklift Certification preferred
6. CPR/First Aid Certification
7. Demonstrate good oral and written communication skills.

PHYSICAL REQUIREMENTS:

1. Frequent bending, lifting and twisting.
2. Ability to lift 75 pounds.
3. 40% of the day is spent sitting.
4. 30% of the day is spent walking.
5. 30% of the day is spent standing.
6. Percentages of time sitting, standing and walking may vary depending on tasks performed and the time of year.
7. Reaching above and below shoulder height frequently.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date