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<b>Job Title</b>	<b>R&amp;B Truck Driver III</b>	<b>Job Code</b>	<b>Job Grade</b>
<b>Reports to</b>		<b>Position #</b>	<b>FLSA Code</b>
<b>Department</b>		<b>Location Code</b>	<b>SIC Code</b>
<b>Division</b>		<b>CS Code</b>	<b>EEO Code</b>

**Summary of Functions:**

Operates dump, water and haul trucks carrying loads as assigned from point to point. Operates in a safe manner at all times representing the county as a safe operator. Performs routine preventive maintenance on trucks. Makes minor repairs to trucks to keep in compliance with operating requirements. Serves as a lead worker to other truck drivers in crew.

**Distinguishing Characteristics:**

This is the third in a series of three (3) truck driver related job classifications within this job family. This is an advanced skill level position.

**Management Scope:** Not a supervisor but leads the work of other truck drivers.

<b>Duties and Responsibilities</b>	<b>% of Time</b>	<b>Essential / Non-Essential</b>
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1. Delivers materials by driving single or tandem axle dump truck to and from job sites.
2. Loads and unloads materials from dump truck.
3. Operates other heavy trucks such as water truck or haul truck.
4. Conducts daily pre and post operation inspections, documents inspection forms as required.
5. Familiar with and adheres to all federal, state and county regulations pertaining to operating heavy trucks on the roadways.
6. Performs routine preventive maintenance tasks associated with the operation of heavy trucks.
7. Assists with determining routes and loads for other drivers.
8. Participates in and assists with on-the-job and skill-based training in order to meet team and department goals and objectives.
9. Observes and reports employee performance to Supervisor including adherence to county policy and procedures.
10. Performs other job-related duties as assigned.

## **Minimum Qualifications**

### Education, Experience and Training:

Requires High School diploma or GED equivalent.

Requires five (5) years of experience operating trucks that require a class A CDL

### Licenses, Registrations, Certifications, or Special Requirements:

Texas Class A CDL with acceptable driving record.

### Preferred:

Tank Vehicle (N) endorsement

Hazardous Materials (H) endorsement

## **Knowledge, Skills & Abilities:**

### **Knowledge of:**

- \* Applicable safety practices and regulations.
- \* Applicable provisions that reduce operating hazards and enhance safety rules, regulations, and precautions.
- \* Proper load and tie down practices.
- \* Principles, practices, and techniques of leading subordinate staff and probationers.
- \* Preventive maintenance steps to perform daily.
- \* County and Department's Employee Policy and Procedures rules and regulations.
- \* Industry standards associated with recording activity and report preparation.

### **Skill in:**

- \* Operating a variety of trucks safely.
- \* Both verbal and written communication, including conveying and following instructions.
- \* Coordinating the work activities of assigned staff.
- \* Training, developing, assigning, coaching, and evaluating assigned crew members.
- \* Diagnosing equipment problems and making field repairs and adjustments.
- \* Applying proper and applicable safety practices, procedures, and regulations.
- \* Working with others, including working as a team member.

### **Ability to:**

- \* Safely and efficiently operate loading equipment such as skid steer with a bucket, loader, or backhoe.
- \* Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- \* Understand and simple processes and routine operation of trucks and equipment.
- \* Reason and make sound judgements.
- \* Manage self and crew time well, perform multiple tasks, and organize diverse activities.
- \* Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.
- \* Demonstrate regular and reliable attendance.

## **Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

(YOUR COUNTY NAME) employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.

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