

**JOB DESCRIPTION**

**JOB TITLE:** TRUCK DRIVER  
**REPORTS TO:** JOB SUPERVISOR  
**DEPARTMENT:** ROAD AND BRIDGE  
**DIVISION:** HIGHWAY DIVISION  
**CLASSIFICATION:** NON-EXEMPT

**ORIGIN DATE:** MAY 1994  
**REVISION DATE:** AUG 2020  
**DEPARTMENT NO:** 11-00  
**NO:** 00-31  
**JOB ZONE:** 4.0 to < 6.0

- I. JOB SUMMARY:** This is a non-exempt job involving operation of trucks and light construction equipment.

*The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.*

**II. ESSENTIAL JOB FUNCTIONS:**

- a. Must maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, citizens, coworkers and management.
- b. Being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- c. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- d. Must be reliable, responsible, dependable, and fulfill obligations.
- e. Must show up for work on a regular and predictable basis as scheduled.
- f. Learn and follow safety rules and regulations and maintain a safe and clean environment.
- g. Adhere to proper operating methods and monitor operations to ensure that health and safety standards are met.
- h. The ability to operate in a constant state of alertness, and safe manner.
- i. Perform job in a safe manner with full consideration given to personal safety of yourself, fellow crew members and the public.
- j. Perform inspection and preventative maintenance on assigned equipment and assist in the servicing and repair of same.
- k. Observe roads, bridges, culverts, ditches and road signs for maintenance needs and reports problem areas to the Road Supervisor.
- l. Control traffic passing near, in, or around work zones.
- m. Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- n. Turn in daily time sheets and mileage logs as required.
- o. Operate all sizes of trucks and light construction equipment for all construction and maintenance projects.
- p. Load and unload materials and supplies.
- q. Choose optimal transportation routes and appropriate speeds.
- r. Notify others of emergencies, problems, or hazards.
- s. Perform manual labor in working on concrete and bituminous patching and sealing.

- t. Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- u. Inspect loads to ensure that cargo is secure and trapped.
- v. Observing, receiving, and otherwise obtaining information from all relevant sources.
- w. Lubricate, clean, maintain or repair machinery, equipment, or tools.
- x. Inspect, clean, maintain, and repair equipment, or report malfunctions to supervisors.
- y. Running, maneuvering, navigating, or driving vehicles or mechanized equipment.
- z. Inspect equipment to identify the cause of errors or other problems or defects.
- aa. Observe distribution of material (paving, aggregate, etc.) to adjust material flow.

**III. INTERMITTENT DUTIES:**

- a. Perform related duties as assigned.
- b. May be required to attend seminars or training sessions.
- c. May be required to participate for 2-3 years in the WorkWellKS training seminars and the Lyon County, Kansas Wellness Team roles as: Convener, Facilitator, Secretary, Communications/Promotion, Liaison to the Executive, Meaningful Employee Engager, Event Planner, Benefits Liaison, Data Liaison, and/or Facilities.

**IV. QUALIFICATIONS:**

- a. Must possess appropriate Kansas Commercial Driver's License.
- b. EXPERIENCE: One year of satisfactory operation of road and construction equipment desired.
- c. EDUCATION: High school diploma, G.E.D. or equivalent required. Additional equipment operation training desired.
- d. KNOWLEDGE:
  - i. Must be able to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently, with the ability to speak a foreign language helpful.
  - ii. Knowledge of relevant equipment, policies, procedures, and strategies to promote safety for the protection of people, property, and institutions.
- e. SKILLS:
  - i. Operate two-way radio, motor vehicle and the equipment noted in primary duties.
  - ii. Problem Solving: Moderate.
  - iii. Decision Making: Moderate.
  - iv. Supervisory: None.
  - v. Financial/Budgetary: None.
  - vi. Interpersonal: Frequent contact with department personnel. Infrequent with the public.
  - vii. Working Conditions: No adverse conditions in the office. Subject to working outside in all kinds of weather conditions. Required to respond to emergency situations. Subject to work voluntary overtime.

- viii. Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ix. Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.
- x. Deductive Reasoning: The ability to apply general rules to specific problems to produce answers that make sense.
- xi. Selective Attention: The ability to concentrate on a task over a period of time without being distracted.
- xii. Operation Monitoring: Watching gauges, dials, or other indicators to make sure a machine is working properly.
- xiii. Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences.
- xiv. Oral Expression: The ability to communicate information and ideas in speaking so others will understand.
- xv. Operation and Control: Controlling operations of equipment.
- xvi. Monitoring: Monitoring/Assessing performance of yourself to make improvements or take corrective action.
- xvii. Requires sufficient hearing level to be able to deal with people and communicate with others directly or by telephone.
- xviii. Requires sufficient visual acuity to read and write and operate equipment.
- xix. Coordination: Adjusting actions in relation to others' actions.
- xx. Control Precision: The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- xxi. Multi-limb Coordination: The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- xxii. Depth Perception: The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- xxiii. Near Vision: The ability to see details at close range (within a few feet of the observer).
- xxiv. Far Vision: The ability to see details at a distance.
- xxv. Physical Requirements: Lift up to 90 pounds to a height of 48 inches and brief periods of intense physical effort.

1. **Employees hired after September 9, 2016**: Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA:  
DRIVER/OPERATOR: **The Company representative hereby acknowledges the following as valid physical requirements:**

- a. Employee lifts/carries 10 pounds occasionally (less than 33% of the time or 1-100 times per day).
  - b. Employee lifts/carries 20 pounds frequently (34%-66% of the time or 100-500 times per day).
  - c. Employee lifts/carries 5 pounds constantly (67%-100% of the time or over 500 times per day).
  - d. Employee’s position requires pushing a maximum force of 100 pounds.
  - e. Employee’s position requires pulling a maximum force of 100 pounds.
2. SAFE LIFTING CRITERIA:
- a. **Floor to knuckle:** N/A
  - b. **12” to knuckle:** 90lbs
  - c. **Knuckle to shoulder:** 35 lbs
  - d. **Shoulder to overhead:** N/A
  - e. **Carry:** 35 lbs
  - f. **Push:** 90 lbs force (sled +335lbs)
  - g. **Pull:** 90lbs force (sled +335lbs)

**This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).**

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

*By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Lyon County Representative Signature \_\_\_\_\_