

## **TIVERTON, RI - DPW**

### **(2) TRUCK DRIVER/LABORER – FULL TIME**

The Town of Tiverton seeks to fill two full time, benefited, positions as “Truck Driver/Laborers” for the Department of Public Works. This advertisement is a general description of the requirements for this position. A job description of duties, responsibilities, qualifications, and selection guidelines associated with this position are published online at [www.tiverton.ri.gov](http://www.tiverton.ri.gov) in the “employment opportunities” area or are available at the Town Clerk’s Office.

The Truck Driver/Laborer performs a variety of semi-skilled maintenance and construction work on Town streets and facilities. To be considered, candidates must possess the following minimum qualifications: a high school diploma or GED equivalent, plus three (3) years of experience in similar work. Three written references from former or current employers shall be submitted with application. A full employment history (formal resumes preferred) and cover letter shall be submitted. A Class “A or B” Commercial Driver’s License (CDL) is required at time of application. Successful candidates will be required to join the Teamsters’ Local No. 251 as part of employment.

Submit all written materials, proof of license endorsements and/or special certificates, and references to Tiverton Personnel Board, P.O. Box 38, Tiverton, RI 02878 marked ATTN: DPW Truck Driver/Laborer or electronically at [Tivertonpersonnel@tiverton.ri.gov](mailto:Tivertonpersonnel@tiverton.ri.gov) on or before 4:00 PM on Friday December 29, 2017. Applications received after this deadline will not be considered.

The Town of Tiverton is an Equal Opportunity Employer (EEO/AA).

**SEE THE FOLLOWING PAGES FOR A FULL JOB DESCRIPTION**

## POSITION DESCRIPTION

Class Title: Truck Driver/Laborer

Job Code Number

Department of Public Works

Grade Number

Division: Highway

Union: Teamsters

Date: November 27, 2017

Location:

### GENERAL PURPOSE

Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town streets and storm drainage facilities and systems as well as related Town owned facilities under the general care and custody of the Department of Public Works.

### SUPERVISION RECEIVED

Works under the supervision of the Lead Man or another higher ranking Public Works employee, and under the overall direction of the Director of Public Works.

### SUPERVISION EXERCISED

None generally. May serve as a lead worker over lower level maintenance workers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with the planning, scheduling and implementation of construction, maintenance, and operation and construction activities designed to provide quality street and drainage service for the Town.

Assist in the training of other employees performing the duties of maintenance, construction and repair of street and storm drainage facilities.

Inspects and/or repairs streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.

Responds to complaints regarding public works related areas of responsibility, evaluates situation; explains findings to supervisor.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drive trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor and/or head mechanic, cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, catchbasin/manhole and line cleaning, main and pipe repair, laying and backfilling.

Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of sewer, street and storm drainage facilities.

Plows and sands Town roads during periods of inclement weather.

Operates a variety of power construction and maintenance equipment used in the sewer and street department.

#### PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or GED equivalent, and
- B. Class "A" or "B" Commercial Driver's License, and
- C. Four (4) years of experience relating to construction, maintenance, or repair, heavy equipment operation, or
- D. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- B. Skill in operation of some of the listed tools and equipment.
- C. Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

#### SPECIAL REQUIREMENTS

Valid Class "A" or "B" Commercial Driver's license (CDL). Hoisting Engineers License for backhoe and front-end loader is desirable.

#### TOOLS AND EQUIPMENT USED

Common hand and power tools, shovels, wrenches, detection devices, shippers, chain saws, dump trucks, mobile radio telephones and other tools ordinary to the construction trade.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and references check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The position if the works is similar, related or a logical assignment to the position.