

**Town of Durham, Maine  
Job Description**

**TITLE:** Truck Driver/Laborer  
**Work Schedule:** Full-Time (40 hrs/week)  
**FLSA:** Non-Exempt

**DEPARTMENT:** Public Works  
Pay Range: \$12 - \$16 hourly  
**Revised/Approved:** Dec. 17, 2013  
By Durham Board of Selectmen

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The Truck Driver/Laborer position involves manual labor in the operation of light to heavy trucks and motorized equipment used for road construction and repair.

An employee of this class is able to handle and operate all truck attachments and carry out assignments with relative ease. Employee may be trained to operate larger pieces of equipment. Employees participate in loading and unloading work. Duties include the performance of manual labor tasks in connection with the operation of trucks and/or during completion of snow removal and other work projects. Work instructions may be received in detail for each job to be performed or may follow an established routine. Work is subject to check while in progress and upon completion by the Working Foreman/Operator and/or Road Commissioner.

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**REPORTS TO:**  
Working Foreman/Operator  
Road Commissioner

**SUPERVISES:**  
  
N/A

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**General Expectations and Position Summary:**

The person filling the position must:

1. Be committed to the mission of the Town.
2. Work as a member of a team in the performance of duties.
3. Work in harmonious relationships with all Town staff and members of the public.
4. Perform duties in a conscientious, cooperative manner.
5. Perform required amount of work in a timely fashion with a minimum of errors.
6. Be neat and maintain a professional appearance.
7. Possess a valid Class A or B CDL with a clean and safe driving record.
8. Understand and work within the Town of Durham's Policies and Procedures.

**General Duties & Responsibilities:**

The Truck Driver/Laborer:

1. Operates light to moderately heavy trucks and equipment in performance of snow removal operations, road construction, and other department duties.
2. May operate other light equipment as needed and may operate heavier equipment.
3. Assists with bulky waste collection.

4. Performs varied maintenance work including rebuilding storm drains and culverts, patching and building roads and other general duties.
5. Picks up debris such as blow downs, discarded items, installs signs and posts; picks up leaves, brush and other trash, including roadside mowing.
6. Assists in general repair and preventive maintenance on vehicles and equipment and assists in general maintenance of related facilities.
8. Performs related work as directed by the Working Foreman/Operator and/or Road Commissioner.

**Physical Requirements:**

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.

- Moderate to heavy lifting
- Ability to work in various positions, which requires bending, walking, standing, and sitting.
- Requires lying on back, kneeling, crawling, twisting, and squatting.
- Body movements require working with hands extended above and below head and from body and using hand tools.
- Must be able to lift and carry 50 pounds in standing and bending positions, and carry while walking distances of 10 feet.
- Ability to work on ladders, catwalks, and supports.
- Physical strength and agility necessary to perform the essential functions of the job under varied climatic conditions.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Frequently stand and sit for prolonged period of time.

**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.

- Outdoors and garage working conditions.
- Requires working extended hours
- Requires working in outside and inside environments with noise and all temperatures and climatic conditions, and must be able to work under adverse weather conditions for extended periods of time.
- Requires using chemicals and cleaning solvents to maintain and repair equipment.

**Desired Minimum Requirements:**

Education and Experience:

Graduation from an accredited high school or have a certified GED certificate, supplemented by training and experience on road and road drainage construction projects, snow plowing and sanding operations, or any equivalent combination of experience and training related to the job duties and responsibilities.

Desirable knowledge, skills and abilities:

1. Thorough knowledge of the standards practices, methods, equipment and tools of the road construction and maintenance trade.
2. Working knowledge of the occupational hazards and safety precautions of the trade.
3. Ability to work long hours, weekends and holidays as required in inclement weather.
4. Must be able to work outdoors in all environmental and weather conditions.
5. Experience as a Truck Driver or Equipment Operator, particularly on light to heavy trucks; or any equivalent combination of experience and training.

Necessary Special Requirements:

Must hold a valid Class A or B Maine CDL with a clean and safe driving record. Must live within a one (1) hour response time to the Town garage.