

Clinton County, Iowa  
Job Description

Clinton County Secondary Roads

Job Title:	Truck Driver	Job Code: N/A
Department:	Clinton County Secondary Roads	Pay Grade: B22
Reports to:	Sub- Foreman and Superintendent	FLSA: Nonexempt

**SUMMARY:** Under general supervision, performs a variety of highway maintenance and construction duties relating to operations of the Secondary Roads department. Primarily performs manual labor and operates heavy trucks. The Truck Driver will lead by example the behaviors and work ethic becoming of Clinton County.

**Essential Job Duties and Responsibilities:**

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Maintains a positive working relationship with Secondary Roads staff, other agencies and departments and the general public.
- Provides customer service that is courteous and responsive to both public and other agencies and departments by email, phone, or in person.
- Must maintain confidentiality.
- Ability to complete work by deadlines, which can change at the last minute and maintain professionalism.
- Must have proficient organizational skills and able to prioritize.
- Safely and efficiently operate heavy trucks utilized in road maintenance and construction projects. May occasionally operate an end-loader and other equipment as necessary.
- Operate a motor grader and heavy truck and plow for snow and ice removal.
- Perform manual labor necessary to conduct maintenance and construction projects including, but not limited to: patching ACC roads, patching PCC roads, laying pipe and tile, building catch basins, mowing and clearing right-of-ways, spreading rock, digging and cleaning ditches, shoulder construction and maintenance, crack routing, crack sealing, bridge and culvert repair and erecting and replacing road signs.
- Perform regular inspections of equipment to ensure safety and operability including, but not limited to: heavy truck, end-loader, concrete saw, chain saw, wood chipper, tractor and mower.
- Perform preventive maintenance on assigned equipment on a regular basis. Perform routine maintenance on assigned equipment as necessary.

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- Perform other job-related duties as necessary or assigned.

### **Minimum Qualifications Requirements - (Education and Experience):**

Education: High School diploma or GED required.

Work Experience: One-year experience in the operation of a heavy truck required. One (1) year experience in road and bridge construction and maintenance desired.

### **Minimum Qualifications - (Knowledge, Skills and Abilities):**

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands.
- Ability to establish and maintain effective working relationship with co-workers, other agencies and departments as well as general public.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy and maintain confidentiality.
- Ability to uphold a positive image of the Clinton County Secondary Roads Department.
- Possess effective communication and negotiation skills.
- Ability to obtain and maintain a valid Commercial Driver's License and possess a satisfactory driving record. (Verified)
- Ability to utilize effective verbal, written, and listening communication skills.
- Ability to establish effective working relationships with foremen, co-workers and all levels of county staff and general public.

#### Language Skills:

- Ability to read and comprehend general business and legal documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of law enforcement officials, judicial personnel and the general public both orally and written.
- Ability to alphabetize.

#### Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentages.

#### Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Work Environment:**

Performs duties outdoors and is routinely exposed to varied weather conditions. Routine exposure to chemicals, engine exhaust, noise and hazards associated with traffic.

## **Physical Demands:**

- Standing – Approximately greater than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, or crawl – Approximately greater than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 150 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.

## **Certificates, Licenses, Registrations:**

Commercial Driver's License is required.

## **Supplemental Information:**

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_