



Job Description – Truck Driver

Job Title:	Truck Driver	Department:	Public Works
Group:	11	FSLA Status	Non-Exempt
Salary Range:	Not to Exceed Mid Range	Position Type:	Full Time
Reports To:	Streets Supervisor	Directs:	None

Applications Accepted By:

<p>E-MAIL:</p> <p>LSandefer@palestine-tx.org</p> <p>Subject Line:</p> <p>Attention: Human Resources/ Job Title</p>	<p>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)</p> <p>Lauren Sandefer City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421</p>
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Job Description

OBJECTIVE

Under general supervision, operates a variety of trucks, dump trucks, and other vehicles and equipment to support the repair, maintenance, improvement and/or construction of the streets, roads, water, wastewater collection/distribution and related infrastructure for the City of Palestine.

ESSENTIAL JOB FUNCTIONS

- Drives and operates trucks, dump trucks and/or other City of Palestine vehicles; loads and/or unloads trucks; drives trucks to and from work site; checks and maintains vehicle and equipment prior to, during and after use; conducts and performs routine maintenance in checking oil, fluids, water level and other areas; operates a variety of related hand tools and equipment; as assigned, builds and constructs forms, accesses, and other projects; assists other city departments.
- Knowledge of applicable local, state and Federal statutes, rules, regulations, codes, ordinances, City of Palestine policies and procedures and other governing documents.
- Knowledge of the principles of safe vehicle operation and use.
- Knowledge of basic construction equipment and tools, their use, maintenance and repair.
- Skill in operating a variety of vehicles, construction-related tools and equipment.
- Skill in establishing and maintaining effective working relations with employees, other departments, vendors, contractors, the general public and others having business with the City of Palestine.

OTHER IMPORTANT JOB FUNCTIONS

- Clean out storm water pipe
- Litter cleanup in street right-of-way
- Flag traffic
- Pothole repair
- Minor data reporting



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- May be asked to be in ditches to install or maintain pipe
- Sand streets due to snow or ice
- Run chainsaw to cut up fallen trees
- Operate weedeater
- PPE safety practices

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A high school diploma or GED AND one year of relevant, responsible work driving/operating trucks, dump trucks and related construction equipment/vehicles.

ACCEPTABLE EXPERIENCE AND TRAINING

At least one year in a related field

CERTIFICATIONS AND LICENSES REQUIRED

Must possess a Valid Texas motor vehicle driver’s license.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record

ADDITIONAL INFORMATION

(Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following job functions, knowledge and other characteristics outlined below. The Job Functions are ILLUSTRATIVE ONLY and are not a comprehensive listing of all functions and tasks performed by positions in this class.)

You may be exposed to dangerous machinery, exposure to extreme weather conditions, infectious diseases, hazardous chemicals, traffic hazards and other construction-industry and driving-related risks and dangers.

Reviewed By:	Tim Perry	Date:	October 19, 2015
Approved By:	Susie Streb	Date:	October 19, 2015
Last Updated By:	Tim Perry	Date/Time:	October 19, 2015
Received By:		Date:	