

**City of Sallisaw
Job Description**

Job Title: Haul Truck Driver

Exempt (Y/N): No
Date: November 2017

Department: Landfill
Reports To: City Services Superintendent

SUMMARY

The incumbent is responsible for driving a semi-tractor trailer rig with an end dump trailer; hauling multiple loads from a specified location to the Sallisaw landfill in a safe and efficient manner. Incumbent must be a responsible individual who is able to work with little supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following.

1. Must be able to operate truck in tight places and close surroundings if required.
2. Responsible for knowing the location of truck in relation to overhead wires.
3. Must adhere to all traffic laws and regulations.
4. Must be able to perform job in the dark and in adverse weather conditions if required.
5. Must be able to enter and exit tractor trailer rig multiple times per day to open and close the tailgate when dumping.
6. Keeps truck, trailer and associated equipment clean and in good working order.
7. Keeps log of activity.
8. Inspects truck, trailer and equipment, including tire pressures, prior to operation each day.
9. Secures truck when not in use.
10. Appear for work with regular, reliable and punctual attendance.
11. Performs other duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Five (5) years tractor trailer driving experience; end dump trailer experience preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and maintain log book. Ability to speak effectively with customers and other employees.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts with customers and immediate associates on a daily basis. Must be able to maintain a cooperative working relationship with customers and other departments and personnel of the city.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written and/or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Class A CDL license issued by the State of Oklahoma required. Must have driving record suitable to the City's insurance carrier.

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 talk and hear. Employee must be able to drive for extended periods of time. Employee must be able to stand; walk; use hands and fingers; reach with hands and arms; climb; balance; and, stoop, kneel, crouch, or crawl. Employee must be able to enter and exit a semi-tractor trailer rig several times each day. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include; close and distance vision, depth perception, peripheral vision 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 position the incumbent is exposed to all types of outdoor weather conditions. The incumbent may work near moving mechanical parts.

The noise level in the work environment is usually moderate or that which would be experienced inside a tractor trailer rig.

** A pre-employment drug test is required. Successful applicant must reside within a twenty (20) minute response time of the city limits of Sallisaw, Oklahoma.

Approved:  _____
City Manager

Date: 11/8/17

Modified: