

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **TRUCK DRIVER/LABORER (MASONRY/CONCRETE) I,II,III,IV**
DEPARTMENT: **PUBLIC WORKS**
UNION: **YES**
FLSA STATUS: **NON-EXEMPT**

SUPERVISION:

Reports to: Director of Public Works and/or Division Chief
Position Titles Supervised: None

POSITION QUALIFICATIONS:

Education Required: HS Graduate/equivalent.

Truck Driver/Laborer I: Prior education and/or experience; CDL Class B endorsement

Truck Driver/Laborer II - IV: Two (2) or more years combination of education and/or experience; CDL Class A

Mason & Concrete Must have a minimum of 5 year experience in all phases of masonry and/or concrete work, including forming, pouring, block work and finishing concrete.

SPECIALIZED KNOWLEDGE/SKILLS:

- Valid NJ Drivers License;
- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- Knowledge and experience in all phases of masonry work, including but not limited to lay-out, brickwork, block work, etc.
- Knowledge and experience in a broad range of concrete work, including but not limited to forming, pouring, and finishing, concrete.
- Skill in operation of all tools and equipment required to perform the above skilled work;
- Ability to perform heavy manual tasks for extended periods of time;
- Ability to work safely;
- Ability to read, write, speak and understand English sufficiently to perform the duties of the position;
- 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.

POSITION SUMMARY:

Performs a variety of unskilled or semi-skilled laborer work, skilled masonry and concrete construction as assigned, and operates a variety of equipment in the construction, operation, repair, maintenance, snow removal, and replacement of Township roads, sanitation, buildings, grounds, and recreation areas.

Performs emergency work and other duties as assigned.

Assists other departments and divisions as directed.

PHYSICAL/ENVIRONMENT CONDITIONS:

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.

Work performed is subject to interruptions.

The employee must frequently lift and/or move up to forty (40) pounds and occasionally lift and/or move up to one hundred (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.

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.

EQUIPMENT:

Motorized vehicles and equipment, including dump truck, pick-up truck, utility truck, street sweeper, chipper, leaf machine, tamper, plate compactor, saws, pumps, aerial propane kettle, compressors, tractors, mowers, landscape equipment, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, cement mixer, concrete power trowel etc.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Conducts a daily inspection on assigned vehicles and equipment; consisting of tire air pressure, hydraulic pressure, air tanks, hydraulic fluids, transmission fluids, power steering, lights, and other critical parts, as required by the commercial driver's license criteria; prior to the execution of daily tasks.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

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

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

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

Observes surrounding conditions such as citizens, equipment, property, etc. in order to assure that work is done in a safe manner; regulate traffic in hazardous conditions, assuring safety for employees and the general public.

Performs required labor involved in road construction and maintenance projects, including pavement cutting and patching, street sweeping, shoulder clearing, ditch digging, manhole and catch basin cleaning, and pipe repair, laying and backfilling.

Performs required labor involved in sanitation maintenance, including the pick-up of leaves, brush, trash, tires, recycling, and other debris as directed.

Performs required labor involved in Township building construction and maintenance; including carpentry, electrical, plumbing, painting, masonry, etc. and custodial services (sweeping, cleaning, trash and litter collection and disposal, replenish supplies).

Performs required labor involved in Township grounds and recreational area construction and maintenance, including landscaping (mowing, planting, weeding, mulching, fertilizing, grading, clearing, seeding, etc.), preparing and dismantling recreation areas for activities (field dragging, lining, setting up goals, nets, etc.), and custodial services (sweeping, cleaning, trash and litter collection and disposal).

Operates a variety of power construction and maintenance equipment used in road, sanitation, building, grounds, and recreation area repair and maintenance.

Performs all phases of masonry work, including but not limited to lay-out, brickwork, block work, etc.

Performs a broad range of concrete work, including but not limited to forming, pouring, and finishing, concrete.

Performs backup duties for related positions as required.

Serves on various employee or other committees as assigned.

SELECTION GUIDELINES:

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

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Michael Jacobs, Administrator
Revised: October, 2012
Effective Date: October, 2012