



## **DIVISION OF PERSONNEL**

### **JOB DESCRIPTION**

**June 2, 2023**

**DEPARTMENT/ DIVISION:** PUBLIC WORKS

**TITLE:** DRIVER

**STATUS:** Open to the public

**DUE:** June 9, 2023 4:30pm

### **QUALIFICATIONS:**

Ability to read, write and understand English sufficiently to perform the duties required of this position.

High School diploma or equivalent.

Possession of a valid New Jersey articulating driver's license. Must possess a Class A CDL driver's license with airbrake endorsement.

Must demonstrate considerable knowledge of the care, maintenance and competent, safe and efficient operation of trucks and compacting equipment, including cleaning, lubrication, servicing and batteries and care of tires.

Must have demonstrating knowledge of minor repair procedures and of the procedures involved in loading, unloading and delivery of different kinds of freight and equipment.

Ability to operate either supervised or unsupervised, necessary machinery and possess the basic knowledge of the operations and functions of assorted manually operated tools.

Ability of trailer hookup procedures, loading of equipment, tie down and locking procedures.

Must demonstrate the ability to analyze problems involving the operation of trucks to understand, remember and carry out oral and written direction, to learn from explanation and demonstrations, to drive trucks in a skilled and safe manner, to check, clean, service and make minor emergency repairs to trucks to keep necessary records.

### **JOB FUNCTIONS AND DUTIES:**

Under the direction from the immediate supervisor, the truck driver undertakes the functions below:

Drives automatic and manual transmission trucks and pick-ups, hauls and delivers materials.

Maintains, checks, cleans, greases and performs minor repairs to all types of trucks.

Loads and unloads trucks with or without assistance.

When not driving a truck, may be required to do unskilled manual laboring work.

Keeps and maintains necessary records. Pre and post-trip inspections and return of completed paperwork to proper personnel at the end of the workday.

Must maintain, demonstrate knowledge of necessary sanitation routing and pickup procedures and normal operating procedures of laborers in the crew.

Performs other assignments as assigned at the discretion of the employee's immediate supervisor on as-needed basis as directed by the immediate supervisor.

Under the provisions of the existing Teamsters Local #97 contract regarding blue collar positions, when promotions to a higher labor grade or transfer to another grade are in order, the Township shall make such promotions or transfers from among those regular employees. Department Heads are directed to notify their respective employees of this opening and applications are to be filed with the Division of Personnel no later than 4:30pm, **Friday, June 9, 2023**

Record of conduct and performance in present position will be considered.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer an undue hardship, such person may not be eligible.

Note: The definitions and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**Union:** Teamsters Local 97- Blue Collar

**Grade:** 53

**Hours:** 40 hours per week

**Salary:** \$47,452.97 (new hire) - \$73,757.94/ year