



Truck Driver

Utilities

UTIL/10
Pay Grade: 11

JOB SUMMARY

This position is responsible for operating a truck in the maintenance of the water and wastewater systems.

MAJOR DUTIES

- Performs daily check of tires and fluid levels on vehicle and equipment; performs minor repairs and maintenance as needed.
- Operates a water tank truck to transport water to water tanks.
- Inspects water tanks; connects water hoses and unloads water.
- Maintains required logs.
- Responds to after-hours emergencies.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of county and department policies and procedures.
- Knowledge of departmental safety rules and regulations.
- Knowledge of water tank truck operation.
- Skill in operating assigned trucks and equipment.
- Skill in establishing safe work zones.
- Skill in the maintenance and repair of a variety of tools and equipment.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Wastewater Plant Supervisor assigns work in terms of general instructions. The supervisor spot-

checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and departmental policies and procedures and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related truck driving duties. Inclement weather and heavy traffic contribute to the complexity of the work.
- The purpose of this position is to operate trucks in support of department operations. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers and the general public.
- Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects. The employee must use tools or equipment requiring a high degree of dexterity.
- The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license for the type of vehicle or equipment operated.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date