



McKENZIE COUNTY

CLASS SPECIFICATION TITLE: Truck Driver

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	5	Non-Exempt
CLASS SUMMARY:			
This class is responsible for operating and driving trucks for the purpose of transportation of essential materials.			

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE-QUENCY	BAND/ GRADE
1.	Operate a dump truck to deliver materials for road work including dirt, gravel, and asphalt; operate a tractor-trailer to deliver equipment to work sites.	Daily 30%	B2
2.	Install and maintain ditches and drainage culverts, guardrails, fences, roadway signs, traffic control devices, and other items and equipment that enhance the safety of County highways and drives.	Weekly 25%	B2
3.	Performs required preventative maintenance on equipment and machinery; cleans and washes work trucks and equipment; and performs janitorial services in Department building.	Daily 10%	B2
4.	Perform winter road maintenance and snow removal through plowing, sanding, and other activities to ensure that roads remain passable. Subject to recall 24-hours, 7-days a week to respond to dangerous road conditions.	Seasonal Weekly 10%	B2
5.	Completes required paperwork and logs.	Daily 5%	A1
6.	Performs other duties of a similar nature or level	As Required	N/B

TRAINING AND EXPERIENCE: (positions in this class typically require):
 A High School diploma or GED and five (5) years of experience operating a tractor-trailer and/or heavy equipment

LICENSING REQUIREMENTS: (positions in this class typically require):

- Valid CDL Class A Driver's License



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KNOWLEDGE (position requirements at entry):

Knowledge of:

- Equipment and its operations
- General knowledge of County government policies and procedures
- Aptitude for attention to detail and accuracy
- Knowledge of equipment controls
- Willingness and desire to learn and accept challenging responsibilities
- Routine maintenance work such as oil change, grease job, and other minor repairs

SKILLS (position requirements at entry):

Skill in:

- Prioritizing work
- Capability to operate equipment safely
- Maintain reports
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Establish and maintain filing systems

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, grasping, talking, hearing, seeing, and repetitive motions.

Moderate Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Moderate work involves moving most of the time. Jobs are moderate if walking and standing are required frequently and all other moderate criteria are met.

Incumbents may be subject to travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.