

## EMMONS COUNTY JOB DESCRIPTION

### **Seasonal Truck Driver**

**JOB SUMMARY:** Under general supervision of the County Road Superintendent, this position is responsible for operating Semi-Tractor Trailer combination vehicles as well as end dump truck and occasionally operate a loader on various road and bridge projects.

This position is seasonal. Usually April thru October depending on weather conditions.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Operate semi-tractor trailer combinations hauling gravel.
- Responsible for preventive maintenance and upkeep of equipment.
- Responsible for operating power tools, trucks, front-end loaders, in a safe manner.
- Participates with other road department employees to perform related work as required including routine repair and maintenance of vehicles, equipment, buildings and grounds as required.
- Generate detailed daily time cards.

#### **ACCOUNTABILITIES:**

- Observe established safety practices and procedures when working with tools and equipment.
- Ensure equipment is in good operating condition by making adjustments and performing routine maintenance as operating results and conditions require.
- Create a positive and productive work atmosphere by communicating and maintaining a professional manner with supervisor, employees and the general public.
- Required to work after hours, weekends and holidays during road and weather emergencies.

#### **JOB QUALIFICATIONS, EXPERIENCE AND EDUCATION:**

- Must be a high school graduate or GED certified, 18 years of age or above.
- Must possess and retain a Class A CDL as issued by the Drivers License Division of the State of North Dakota and a valid up to date CDL/DOT Medical Card, with no serious driving convictions.

#### **WORKING CONDITIONS/PHYSICAL AND MENTAL DEMANDS:**

- Physical environment consists of indoor/outdoor exposure to various extremes of climate and weather.
- Will include physical motions of sitting, standing, walking, bending, pushing, pulling, crouching, twisting, grasping, climbing, lifting and carrying heavy items and other physical motions.
- Occasionally required to work early shifts, respond to call back or emergency procedures at all hours of the day, including holidays and weekends.

- Employees in this position are subject to random alcohol and controlled substance testing in accordance with the federal mandated Omnibus Transportation Employee Testing Act of 1991.

**STARTING SALARY: \$19.00 Per Hour**

**Employee will qualify for the following benefits only for the seasonal months that employee actually works. Employee will be laid off during the off season months and is responsible for reimbursing the county for the health insurance premiums.**

**BENEFITS:**

Health Insurance – Family Policy is paid by the County.

Retirement – 15.26% of gross pay is contributed by the County that is disbursed to the ND PERS State Pension Plan.

Life Insurance Policy – County pays for \$7,000 coverage.

Annual Leave Accrual:

- 0-1 years of service – 5 working days
- 2-6 years of service – 10 working days
- 7-15 years of service – 15 working days
- 16-20 years of service – 20 working days
- 21 plus years of service – 25 working days

Sick Leave – one day per month

Holidays as set by County Policy

**CLARIFICATION CLAUSE:**

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining equipment operator related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

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**Employee Signature**

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**Date**