

## **Employer Information**

Yankton County Highway Department  
3302 W City Limits Road  
Yankton, SD 57078  
(605) 260-4473

## **Functional Job Description**

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| <b>Job Title</b>           | <b><i>Truck Driver</i></b>   |
| <b>Job Sub-title</b>       | Highway Department   |
| <b>Classification</b>      | Non-Exempt   |
| <b>Reports to</b>          | Highway Superintendent, Operations Manager and/or Highway Foreman  |
| <b>Supervisory Role</b>    | As delegated by the Department Head or Designated Supervisor   |
| <b>Introductory Period</b> | 180 Days from commencement of work   |
| <b>Self-Termination</b>    | 2 Weeks or 10 working days   |
| <b>License Requirement</b> | Class A Commercial Driver's License or ability to obtain within 30 days from commencement of work  |
| <b>Job Objective</b>       | Responsible for operating trucks and highway equipment while constructing and maintaining county roads, road sides and signs.  |
| <b>Hours of Work</b>       | 10 <u>Summer</u> (6:30 am to 5:00 pm) / 8 <u>Winter</u> (7:00 am to 3:30 pm) or as assigned  |
| <b>Clothing</b>            | Hard Hat, Steel Toed Shoes/Boots, Safety Glasses, Leather gloves, rubber gloves, rain coat, seasonal outerwear, or other Personal Protective Equipment (PPE) required to the task assigned.  |
| <b>Equipment/Tools</b>     | Forklift, various carts/dollies, ladders/step stools, tools of various weights and sizes, overhead pulley system, shovels, cleaning tools, large/heavy equipment and machinery, parts for machinery of various shapes and sizes, and weed and pesticide chemicals. |

### **Statement of Duties**

- Participates in such road surface repair duties such as patching, grading, chipping, sealing and other related repairs
- Includes operating specialized equipment needed to complete such repairs
- Performs roadside maintenance duties such as mowing and trimming; litter and trash pickup; cleaning and reshaping ditches; and inspection, cleaning, replacing minor drainage structures
- Report signs and supports needing replacement and/or repair
- Inspects roadways and roadsides to identify where work and repair is required
- Assists with maintaining traffic control and establishing work site traffic control and flagging
- Operates and maintains snow and ice removal equipment
- Operates hand equipment such as (but not limited to) post drivers, chain saws, string trimmers and small hand tools
- Completes required paperwork such as time sheets and scale tickets
- Operates welding and cutting torches
- Performs light maintenance on trucks such as checking water, oil and tires
- Perform janitorial duties as assigned
- Expected to use caution when operating equipment
- Follow road/shop policies and procedures including safety procedures
- Able to work assigned duties without direct supervision

### **Qualifications, Skills and Knowledge**

- Ability to safely operate snow and ice removal equipment and a variety of maintenance equipment ranging from hand tools to large vehicular equipment
- High school education or equivalent with related work experience preferred
- Working knowledge of and ability to follow general department work methods and procedures
- Ability to safely use material used in department work activities
- Knowledge of traffic laws that apply to light and heavy equipment

### Essential Job Functions:

**Function:** Travel and Operate Highway Equipment

**Activity:** travel to/from various areas

**Walking** (Frequently) indoors and outdoors on a smooth, slippery and uneven surface for 300 ft. to travel to/from various areas to operate and maintain highway equipment.

**Activity:** climb on to equipment

**Step Ladder Climbing** (Frequently) 8 ft. ladder with 8 steps, to climb on and to operate and maintain highway equipment.

**Activity:** drive vehicles

**Sitting** (Continuously) for 3 hr. to drive vehicles to operate and maintain highway equipment.

**Function:** Operate and Maintain Highway Equipment

**Activity:** perform maintenance duties

**Crouching** (Occasionally) for 5 min. indoors and outdoors on a smooth, slippery and uneven surface to perform maintenance duties to operate and maintain highway equipment.

**Kneeling** (Occasionally) for 5 min. indoors and outdoors on a smooth, slippery and uneven surface to perform maintenance duties to operate and maintain highway equipment.

**Elevated Work** (Continuously) using either hang to perform maintenance duties to operate and maintain highway equipment.

**Activity:** use tools

**Left Hand Grip** (Frequently) static grip with a force of 80 lb. using the left hand grip to use tools to operate and maintain highway equipment.

**Right Hand Grip** (Frequently) static grip with a force of 80 lb. using the right hand grip to use tools to operate and maintain highway equipment.

**Function:** Transition Parts or Equipment within the Facility

**Activity:** move heavy equipment

**Pulling** (Frequently) horizontal at a self-selected height with a force of 60 lb. up to a distance of 100ft. indoors and outdoors on a smooth and slippery surface to move heavy equipment to transition parts or equipment within the facility.

**Pushing** (Frequently) horizontal at a self-selected height with a force of 60lb. up to a distance of 100 ft. indoors and outdoors on a smooth and slippery surface to move heavy equipment to transition parts or equipment within the facility.

**Floor To Waist Lift** (Rarely) 100 lb. from 20in. to 62 in. indoors and outdoors on a smooth, slippery and uneven surface to move heavy equipment to transition parts or equipment within the facility.

**Floor To Waist Lift** (Frequently) 50.1b.from 20 in. to 62 in. indoors and outdoors on a smooth, slippery and uneven surface to move heavy equipment to transition parts or equipment within the facility.

**Right Carry** (Frequently) 50 lb. for a distance of 100.0 ft. indoors and outdoors on a smooth, slippery and uneven surface to move heavy equipment to transition parts or equipment within the facility.

**Floor To Waist Lift** (Occasionally) 80 lb. indoors and outdoors on a smooth, slippery and uneven surface to move heavy equipment to transition parts or equipment within the facility.

**Function:** depositor retrieve parts from inventory

**Activity:** reach up to shelves

**Waist To Crown Lift** (Occasionally) 20 lb. to 86 in. indoors on a smooth surface to reach up to deposit or retrieve parts from inventory.

### Marginal Job Functions

**Function:** prepare snow removal equipment

**Activity:** lift tire chains off floor

**Right Carry** (Rarely) 80 lb. to 55 in for a distance of 100.0 ft. indoors and outdoors on a smooth, slippery and uneven surface to lift tire chains off floor to get snow equipment ready.

**Floor To Waist Lift** (Rarely) 100 lb. to 55 in. for a distance of 100.0 ft. indoors and outdoors on a smooth, slippery and uneven surface to 11ft tire chains off floor to get snow equipment ready.

**Activity:** transport blades

**Right Carry** (Rarely) 80 lb. for a distance of 100.0 ft. indoors and outdoors on a smooth, slippery and uneven surface to transport blades to get snow equipment ready.

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#### Validated

Rarely 1-5% of the day

Occasionally 6-33% of the day

Frequently 34-66% of the day

Continuously 67-100% of the day