

TOWN OF CHESTERTON
Performance Management Job Description Worksheet

Department: Street Department

Position Title: Driver Grade/Level: II - Must have 12 months experience.

Supervised by whom: Street Commissioner

Supervisory responsibilities: (Direct reports if any, and level of supervision):

N/A

Exempt Non-Exempt Full-time Part-time

Job outcomes/objectives identified for this position:

1. Department outcome: Good public relations with Town residents.

Employee outcome: Timely, accurate and courteous response to customer needs.

2. Department outcome: Reduction of workforce injuries

Employee outcome: Culture of positive safety behavior

3. Department outcome: Department training plan.

Employee outcome: Continuous ongoing skill and knowledge.

4. _____

5. _____

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Job Summary: Outline of job responsibilities: Maintain the Town's infrastructure such as, but not limited to, cleaning and repairing storm sewers, installing signs in signposts, patching potholes, Proper daily maintenance and cleaning of equipment and vehicles. Operate dump trucks with snowplows and operate various pieces of equipment.

Knowledge: Comprehension of a body of information acquired by experience or study needed to successfully fulfill job duties of this position: Be familiar with Town boundaries.

Must be familiar with safety rules and regulations.

Be able to operate various pieces of equipment. Knowing load limits and securing loads.

Skills: Observable ability to perform a learned activity necessary to successfully fulfill job duties of this position: Effective communication (verbal and written).

Customer service.

Be able to perform daily maintenance checks on various pieces of equipment.

Abilities/Talents: Competency to perform an observable behavior or behavior that results in an observable product/service (**Job-specific competencies**):

Communicate well with the public.

Multitask projects.

Ability to work independently and to solve problems independently.

Commitment to maintaining a safe, accident free workplace.

Ability to operate vehicles and equipment efficiently and safely.

Physical Characteristics: Physical attributes an employee must have in order to perform the job duties with or without a reasonable accommodation.

Be able to lift 50 pounds.

Be able to pass a commercial driver's license physical.

Talk/hear direct ambient noises and exchange critical information at work sites

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Environmental factors: Working conditions (inside or outside the office):

Be able to work in all weather conditions.

Exposure to industrial/construction level noises and hazards.

Credentials/Experience: Minimum level of education, experience and certifications acceptable for the position.

Valid Indiana driver's license and be able to obtain a class B commercial driver's license .

High school diploma or equivalent

Essential Duties and Responsibilities:

- Be available after hours for emergency call out including, but not limited to, snow removal, storms,
- Must be able to arrive at the Street Department in a timely manner when contacted for emergency duty.
- Operate brush chipper which includes daily maintenance.
- Operate trucks which includes daily maintenance.
- Repair and maintain town streets by patching potholes, removing old material,
- Operate snowplows for snow removal which includes daily DOT checks.
- Install Street signs and posts.
- Maintenance/repair of storm sewers..
- Perform all other duties as assigned by the Foreman or Street Commissioner.
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- All other duties assigned by the supervisor.

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Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Employee printed name: _____

Employee signature: _____

Date: _____