

JOB ANNOUNCEMENT

THE CITY OF SENECA PUBLIC WORKS DEPARTMENT

CDL DRIVER / LABOR

The City of Seneca Public Works Department is accepting applications for the position of CDL driver / Labor. Applications will be accepted at the Public Works Department Monday- Friday from 7-3:30 until position is filled.

For a Job description or further information Come by the City of Seneca Public Works Office at 298 East South First Street Seneca SC, or call (864) 885-2750

The requirements for this position include: South Carolina CDL driver's license. This is a labor-intensive position so employee must be in excellent physical condition, capable of lifting up to 50 pounds, ability to work outside in all weather conditions.

City of Seneca is an Equal opportunity Employer.

CITY OF SENECA

POSITION DESCRIPTION

**CDL TRUCK DRIVER/LABORER
PUBLIC WORKS**

GENERAL PURPOSE

Operates and performs maintenance on a variety of medium and heavy equipment and trucks utilized in Public Works Department activities, and reports to their Supervisor.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs manual labor which may include loading and unloading supplies and equipment, gathering, loading, and disposing of debris, and any other labor intensive tasks as required by supervisor.

Drives truck and loads fallen tree limbs and roadside trash onto truck and delivers refuse to landfill.

Operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies.

Operates mowers, trimmers, and hand tools for the beautification crew.

Operates heavy equipment and trucks under a variety of conditions performing required work tasks in a safe and effective manner.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to their supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Operates equipment and vehicles in proper manner, in the performance of those tasks for which it was intended for use, and within established City safety policy.

Maintains records of areas serviced and addresses and items picked up for billing purposes.

Provides on-call duty coverage during non-working hours as per duty roster.

Receives written work orders or verbal instructions from Crew Leader or Supervisor.

Removes and replaces damaged traffic signs.

Assists beautification crew.

Operates snow removal equipment to maintain streets, sidewalks, and driveways.

Assists Animal Control in removal of animal remains.

Assists with light road maintenance.

Hand washes vehicles.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent and
- (B) One (1) years experience involving the use of medium and heavy trucks and equipment or
- (C) Any equivalent combination of education and experience.

Special Requirements

- Valid SC Driver's license and CDL license, or ability to obtain one within six (6) months.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of heavy-equipment operating principles.
- Working knowledge of the hazards and safety precautions common to heavy equipment operations.
- Working knowledge of the methods, materials and tools used in Public Works Department work.
- Skill in operation of listed tools and equipment.
- Ability to understand and follow oral or written instructions.
- Ability to communicate effectively verbally and in writing.
- Ability to observe proper safety precautions.
- Ability to establish effective working relationships with other employees, supervisors and the public.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to drive and operate a variety of equipment under varying conditions.

TOOLS AND EQUIPMENT USED

Wrench sets, clamps, pitch fork, brooms, leaf blower, bush hog, motorized vehicles and equipment, including front loader truck, dump truck, pickup truck; pumps, compressors, common hand and portable power tools, shovels, mobile radio, phone, air compressor, clips, fixtures, graphics instructions, manuals, patterns, rules, templates, shovels, rakes, picks, sledge hammer.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
 - The employee frequently is required to stand and talk or hear.
 - The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
 - The employee must constantly lift and/or move up to 20 pounds, must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, night vision, depth perception, and the ability to adjust focus.
 - The employee regularly works in outside weather conditions.
 - The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
 - The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
 - The noise level in the work environment is usually loud.
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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

10/5/15-DLB