

Employment Opportunity with the City of Shelbyville

Department: Street Department

Position: CDL Driver/Laborer

Please see job description for qualifications

Hours/Schedule: Monday - Friday 7:00 am - 4:00 pm

Pay Rate: \$18.25 an Hour / \$37,960.00 Annually
(Raise after 6 months)

Deadline for Resume/Application: September 2, 2024 4:00 pm

You may submit Resumes or Applications to jbranum@cityofshelbyvillein.com or
Come to City Hall to get a paper copy.

(Applications can be obtained at www.cityofshelbyvillein.com under the Human
Resources tab)

Job Description Attached:

Benefits Include: Medical, Dental Vision & Prescription Coverage, Free
Onsite Clinic. Paid Vacation, Sick and Personal Time. Paid Holidays,
Employee Assistance Program, Life Insurance, Long Term Disability
Insurance and Short Term Disability Insurance and more.

**POSITION DESCRIPTION
CITY OF SHELBYVILLE, INDIANA**

POSITION: CDL Truck Driver Class 2/Laborer
DEPARTMENT: Street and Sanitation
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M - F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: October 1997

STATUS: Full-time

DATE REVISED: August 2015

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Shelbyville provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as CDL Truck Driver Class 2/Laborer for the City of Shelbyville Street and Sanitation Department, responsible for operating various trucks and equipment in removing trash and clearing and maintaining City streets and rights-of-way.

DUTIES:

Operates various trucks/heavy equipment in clearing and maintaining City streets and rights-of-way, including flatbed truck, snow plow, salt/sand spreaders, street sweeper, bucket truck, pressure jet/vacuum truck and jack hammer.

Operates chain saws, mowers, tractors, leaf machine, and chipper in removing leaves, weeds, brush and storm-damaged trees from rights-of-way, catch basins, road sides, culverts, guard rails and bridges.

Clears City streets of snow and debris and hauls and spreads road materials, including sand, salt, gravel, top dirt and asphalt.

Periodically repairs streets and alleys including breaking, loading and hauling old concrete and shoveling/spreading road patch material.

Pours and forms concrete in the construction of streets, curbs, sidewalks and culverts.

Occasionally substitutes on trash routes as assigned.

Periodically assists with flagging/traffic control at work sites as needed.

Regularly checks and maintains fluid levels in department vehicles and greases trucks regularly.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED preferred.

Must be at least 18 years old.

Ability to meet all employer hiring requirements, including passage of a medical exam and a drug test.

Working knowledge of and ability to make practical application of department safety policies and procedures and applicable OSHA safety policies and procedures.

Working knowledge of assigned department trucks, vehicles, and equipment, and ability to safely load and haul materials, clear winter roads, and complete related maintenance and safety measures.

Working knowledge of local geography and ability to read and interpret local maps.

Ability to operate a variety of trucks/heavy equipment in performance of duties, including dump and trash trucks, flatbed truck, snow plow, salt/sand spreaders, street sweeper, bucket truck, pressure jet/vacuum truck, chipping machine, mowers, trimmers, tractors, post driver, and jack hammer.

Ability to operate a variety of hand/power tools, such as hammers, screw drivers, wrenches, drills, chain and/or power saws, air hammer and compressor, grinder, cutting torch, welding equipment, masonry trowel, shovels, and rakes.

Ability to physically perform assigned duties, including driving for long periods, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, walking on uneven terrain, close/far vision, color/depth perception, hearing sounds, and handling/grasping/fingering objects.

Ability to effectively communicate orally and in writing with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often at a rapid pace, and on several tasks at the same time.

Ability to occasionally work extended hours, evenings, weekends and/or holidays as assigned.

Ability to occasionally respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and a Commercial Driver's License (CDL) with required endorsements and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to supervisor and service needs of the public. Assignments are set jointly by incumbent and immediate supervisor and incumbent must have supervisor's permission to deviate from standard operating procedures. Errors in work are primarily detected or prevented through complete prior instructions from supervisor, procedural safeguards and/or supervisory review.

Incumbent reports directly to Assistant Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, driving for long periods, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, walking on uneven terrain, close/far vision, color/depth perception, hearing sounds, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in a vehicle and outdoors and is frequently exposed to normal hazards associated with trash collection and maintaining roads and rights-of-way, including heavy machinery, excessive noise, traffic, moving parts, toxic chemicals, dust, dirt, fumes, slippery surfaces, working in confined areas, extreme temperatures and varying weather conditions. Incumbent may be required to wear protective clothing and/or equipment. In responding to emergency situations, incumbent may be exposed to downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended hours, evenings, weekends and/or holidays as assigned.

Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of CDL Truck Driver Class 2/Laborer for the City of Shelbyville Street and Sanitation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name