



POSITION TITLE: UTILITY DRIVER & OPERATOR I
CLASS DESCRIPTION, 2021
POSITION NUMBER:
STATUS: NON-EXEMPT
JOB FAMILY:

GENERAL DESCRIPTION OF DUTIES

Under general direction/supervision, the purpose of the position is to drive and operate a variety of trucks and equipment. Employees in this classification perform skilled and manual work. Position is responsible for operating roll-off trucks, tractor/trailer trucks, dump trucks, heavy equipment (e.g. loaders, excavators, and dozers), portable power equipment, and hand tools. Performs related work as required. The omission of specific duties does not preclude supervisor from assigning duties that are logically related to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Provides support to the Solid Waste and Landfill divisions of the Department of Public Works.
- Drives roll-off trucks, medium and heavy dump trucks, tractor/trailers, tank trailer.
- Operates light and heavy equipment (e.g. loaders, excavators, and dozers).
- Performs carpentry and concrete work; may occasionally perform welding.
- Inspects equipment for safety and proper functioning before operation.
- Coordinates with others to prioritize work.
- Loads and unloads solid waste containers.
- Transports heavy equipment.
- Operates chain saws and performs manual work.
- Records hours of operation and work done; performs preventive checks as necessary to correct any unexpected loss of production capabilities.
- Works in County Garage assisting in equipment maintenance and repair as assigned.
- Performs custodial duties in County Garage and keeps assigned vehicle(s) clean.

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

MARGINAL FUNCTIONS

- Supports the Department's response pursuant to the National Incident Management System ("NIMS") in the event of a domestic incident.
- Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving the operation of heavy automotive equipment; or an equivalent combination of education, training, and experience. Possession of a Class A Commercial Driver’s License with tanker endorsement.

PREFERRED TRAINING AND EXPERIENCE

Three (3) to five (5) years previous experience and/or training involving the operation of heavy automotive equipment; or an equivalent combination of education, training, and experience. Possession of a Class A Commercial Driver’s License with tanker endorsement.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to maintain and act in a safe manner at all times.
- Ability to carry out instructions furnished in written, oral, or diagrammatic form.
- Ability to perform semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.
- Ability to effectively communicate with department supervisors, department staff, intra-departmental staff and community members in both written and oral communication.
- Ability to perceive and discriminate sounds and depths. Some tasks require visual perception and discrimination, as well as oral communication.
- Ability to perform coordinated movements involving placing and turning motions.
- Knowledge of the principles and practices of light and heavy equipment operation.
- Knowledge of commercial vehicle operations and appropriate driving relating laws within Virginia, and on occasion, Maryland.
- Knowledge of OSHA regulations and safety requirements.
- Knowledge of preventative maintenance; tasks that need to be performed during the servicing of equipment and vehicles.
- Knowledge of Accomack County’s policies and procedures.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position.
- Knowledge of the organization of the department, and of related departments and agencies.

SPECIAL REQUIREMENTS

Possession of a valid Class A Commercial Driver’s License with tanker endorsement. Satisfactory completion of a background check, DMV records check and drug screening prior to employment. Annual DMV records check thereafter.

PHYSICAL DEMANDS

Physical Strength for this position is indicated below with an “X”

<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>	<u>Very Heavy</u> <u>X</u>
<u>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</u>	<u>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or</u>	<u>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</u>	<u>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</u>	<u>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</u>

	<u>standing to a significant degree.</u>			
--	--	--	--	--

Physical Demands for this position are indicated below:

<u>C</u> <u>Continuously</u> <u>2/3 or more of the time.</u>	<u>F</u> <u>Frequently</u> <u>From 1/3 to 2/3 of the time.</u>	<u>O</u> <u>Occasionally</u> <u>Up to 1/3 of the time.</u>	<u>R</u> <u>Rarely</u> <u>Less than 1 hour per week.</u>	<u>N</u> <u>Never</u> <u>Never occurs.</u>	<u>D</u> <u>Daily</u>	<u>W</u> <u>Several Times Per Week</u>	<u>M</u> <u>Several Times Per Month</u>	<u>S</u> <u>Seasonally</u>	<u>N/A</u> <u>Not Applicable</u>
--	--	--	--	--	--------------------------	---	--	-------------------------------	-------------------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

<u>-Physical Demand-</u>	<u>-Frequency-</u>	<u>-Brief Description-</u>
<u>Standing</u>	<u>F</u>	<u>Gathering tools, Communicating with co-workers</u>
<u>Sitting</u>	<u>C</u>	<u>Driving, Performing maintenance and repairs</u>
<u>Walking</u>	<u>F</u>	<u>To office equipment</u>
<u>Lifting</u>	<u>F</u>	<u>Supplies, Equipment</u>
<u>Carrying</u>	<u>F</u>	<u>Supplies, Equipment</u>
<u>Pushing/Pulling</u>	<u>O</u>	<u>Equipment, Tools</u>
<u>Reaching</u>	<u>O</u>	<u>For supplies, equipment</u>
<u>Fine Dexterity</u>	<u>C</u>	<u>Combination Locks, Keys, Telephone pad, Mobile Device pad</u>
<u>Kneeling</u>	<u>O</u>	<u>Performing maintenance and repairs</u>
<u>Crouching</u>	<u>O</u>	<u>Performing maintenance and repairs</u>
<u>Crawling</u>	<u>R</u>	<u>Performing maintenance and repairs</u>
<u>Bending</u>	<u>O</u>	<u>Performing maintenance & repairs, Retrieving items from lower shelves/ground</u>
<u>Twisting</u>	<u>R</u>	<u>Performing maintenance and repairs</u>
<u>Climbing</u>	<u>F</u>	<u>Ladders, Heavy equipment, Getting into trucks</u>
<u>Balancing</u>	<u>F</u>	<u>Ladders, Heavy equipment, Getting into trucks</u>
<u>Vision</u>	<u>C</u>	<u>Reading, Computer screen, Driving</u>
<u>Hearing</u>	<u>C</u>	<u>Communicating via telephone/radio, to co-workers/public</u>
<u>Talking</u>	<u>F</u>	<u>Communicating via telephone/headset, to co-workers/public</u>
<u>Foot Controls</u>	<u>C</u>	<u>Driving, Heavy equipment</u>
<u>Other (specified if applicable)</u>	<u>N/A</u>	<u>N/A</u>

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, & HARDWARE:

Microsoft Office Suite, Outlook (email), Adobe Acrobat, Internet Browsers, Kronos time keeping software, Mobile Devices, Loader, Excavator, Dozer, Rollback Truck, Dump Truck, Scales, Tablet.

ENVIRONMENTAL FACTORS:

<u>C</u> <u>Continuously</u>	<u>F</u> <u>Frequently</u>	<u>O</u> <u>Occasionally</u>	<u>R</u> <u>Rarely</u>	<u>N</u> <u>Never</u>	<u>D</u> <u>Daily</u>	<u>W</u> <u>Several Times Per Week</u>	<u>M</u> <u>Several Times Per Month</u>	<u>S</u> <u>Seasonally</u>	<u>N/A</u> <u>Not Applicable</u>
---------------------------------	-------------------------------	---------------------------------	---------------------------	--------------------------	--------------------------	---	--	-------------------------------	-------------------------------------

<u>-Health and Safety Factors-</u>	
<u>Mechanical Hazards</u>	<u>O</u>
<u>Chemical Hazards</u>	<u>R</u>
<u>Electrical Hazards</u>	<u>R</u>
<u>Fire Hazards</u>	<u>N</u>
<u>Explosives</u>	<u>N</u>
<u>Communicable Diseases</u>	<u>O</u>
<u>Physical Danger or Abuse</u>	<u>R</u>
<u>Other</u>	<u>N/A</u>

<u>-Environmental Factors-</u>	
<u>Respiratory Hazards</u>	<u>R</u>
<u>Extreme Temperatures</u>	<u>O</u>
<u>Noise and Vibration</u>	<u>C</u>
<u>Wetness/Humidity</u>	<u>F</u>
<u>Physical Hazards</u>	<u>R</u>

NON-PHYSICAL DEMANDS:

<u>F</u> Frequently From 1/3 to 2/3 of the time	<u>O</u> Occasionally Up to 1/3 of the time	<u>R</u> Rarely Less than 1 hour per week	<u>N</u> Never Never occurs	<u>N/A</u> Not Applicable
---	---	---	-----------------------------------	------------------------------

<u>-Description of Non-Physical Demands-</u>	<u>-Frequency-</u>
<u>Time Pressure</u>	<u>O</u>
<u>Emergency Situation</u>	<u>R</u>
<u>Frequent Change of Tasks</u>	<u>O</u>
<u>Irregular Work Schedule/Overtime</u>	<u>O</u>
<u>Performing Multiple Tasks Simultaneously</u>	<u>O</u>
<u>Working Closely with Others as Part of a Team</u>	<u>F</u>
<u>Tedious or Exacting Work</u>	<u>F</u>
<u>Noisy/Distracting Environment</u>	<u>F</u>
<u>Other</u>	<u>N/A</u>

PRIMARY WORK LOCATION:

<u>Office Environment</u>		<u>Vehicle</u>	<u>X</u>
<u>Warehouse</u>		<u>Outdoors</u>	<u>X</u>
<u>Shop</u>	<u>X</u>	<u>Other</u>	
<u>Recreation/Neighborhood Center</u>			

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Supervisor's Signature

Date

Date

Accomack County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Accomack County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.