

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Truck Driver	Department:	Street
Requisition Number:	2024259		
Hours:	6:30a- 2pm, may vary	Rate of Pay:	
Date Posted Up:	9/25/24	Date Posted Down:	9/25/2024
Time Up:	9:00am	Time Down:	5:00pm

SUMMARY

Working under the moderate supervision of the General Foreman, incumbent operates dump truck with attachments. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Patches, repairs, and resurfaces streets;
- Spreads salt and sand on streets;
- Removes snow from street and sidewalks;
- Assists in leaf pick-up;
- Drives truck to and from drop sites;
- Assists with towing equipment such as trailers, leaf vacuums, asphalt hot-boxes, etc.;
- Assists in the maintenance of alleys;
- Maintains equipment, tools and work areas in a clean and orderly condition;
- Assists employees of equal or higher classification;
- Performs duties listed in lower classifications needed;
- Performs assigned duties which requires bending, twisting, climbing and lifting up to 50 pounds, pushing, pulling and reaching on a regular basis for sustained periods of time;
- Works under adverse conditions including extremes of temperature, humidity, precipitation and with moderate exposure to dust;
- Performs duties in accordance with the City's safety rules and operating regulations and practices.

MARGINAL FUNCTIONS

- Checks equipment to assure that materials and tools necessary for the jobs are aboard;
- Directs the work of employees assigned to assist;
- Assists in the training of other employees;
- Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School Diploma or GED;
- At least one year experience with the Street Department;
- Ability to understand oral and written instructions;
- Ability to operate safely and efficiently city owned vehicles;
- Ability to pass post-offer screen for this position.

LANGUAGE SKILLS

Incumbent must have the ability to read and comprehend simple instructions, short correspondence, and memos. Incumbent must have the ability to write simple correspondence. Incumbent must have the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Incumbent must have the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Incumbent must have the ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Incumbent must have the ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Commercial Driver's License (CDL), Class A. Incumbent must be 21 years of age or older to hold a CDL with the City of Fort Wayne.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee performs assigned duties which require bending, twisting, climbing and heavy to moderate lifting up to 50 pounds regularly for sustained periods. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under adverse conditions including extremes of temperature, humidity, precipitation, and has moderate exposure to dust and grease or severe outdoor weather conditions. The noise level in the work environment is usually very loud.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.