POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA

POSITION: **Driver**
DEPARTMENT: **Street**
WORK SCHEDULE: **7:00 a.m. - 3:30 p.m., M-F**
JOB CATEGORY: **LTC II (Labor, Trades and Crafts)**

DATE WRITTEN: May 2019 **STATUS: Full-time**
DATE REVISED: **FLSA STATUS: Non-exempt**

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

Incumbent serves as Driver for the City of Michigan City Street Department, responsible for operating a variety of machinery and equipment, and maintaining City streets, vehicles, and properties.

DUTIES:

Drives and operates various Street Department equipment and vehicles to accomplish a variety of tasks, including, but not limited to, hauling, removing snow from roads, street sweeping, leaf removal, and transporting Street Department equipment, tools, and materials.

Clears and maintains City streets and right-of-ways, including, but not limited to, hauling and spreading road materials, loading, hauling and unloading various items such as snow, dirt, debris, brush, yard waste, discarded furniture and appliances, trees/limbs, cement and construction materials, and refuse.

Operates various types of equipment and vehicles such as dump truck, garbage truck, roller truck, snow plow, street sweeper, grader, front-end loader, bob-cat, back-hoe, salt spreader, traffic line painter, roller, pick-up truck, and related pneumatic or hydraulic equipment and tools, as required.

Performs a variety of labor intensive duties, including, but not limited to, cleaning office and garage, loading and unloading vehicles, patching and repairing streets, shoveling gravel on alleys, shoveling snow, trimming and/or removing trees and stumps on City property, and cleaning properties in response to code enforcement violations.

Assisting tar crews in repairing City streets and running tar machines.

Performs a variety of vehicle and equipment maintenance duties, including, but not limited to, monitoring/checking vehicle lighting systems, brakes, horn, safety devices, and gauges, checking fluid levels, and performing preventive maintenance as needed. Reports equipment failures/deficiencies to supervisor as required.

Performs duties of other staff in their absence, or as needed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED with Class A and/or B commercial driver's license (CDL) required.

Must be at least 21 years of age.

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

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.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to operate various hand/power tools and/or equipment such as hammer, screw driver, wrenches, drills, power saws, air nozzle, air compressor, ratchet, files, mop, broom, gauges, steam cleaner, power saws, pressure washer, fork lift, and bucket truck.

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 to maintain confidentiality of department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to count/make simple arithmetic additions/subtractions.

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

II. RESPONSIBILITY:

Incumbent performs a variety of driving and street and building maintenance duties with work priorities primarily determined by supervisor and service needs of the public. Incumbent is under general supervision. Assignments are guided by broad policies and/or general objectives, referring to supervisor when interpretations of departmental policies, programs, and expenditures are thought necessary. Incumbent has a high degree of flexibility on the job.

Incumbent reports directly to Street Department Director.

III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, such as driving, standing/ walking for long periods, sitting for long periods, pushing/pulling objects, lifting objects weighing over 50 pounds, crouching/kneeling, bending at the waist, reaching, close/far vision, depth perception, handling/grasping objects, fingering objects, carrying objects, reaching, speaking clearly, crouching/kneeling, color perception, and hearing sounds/communication.

IV. WORKING ENVIRONMENT:

Incumbent performs majority of duties outdoors and in trucks/heavy equipment working on repair of city streets, and in high places, such as ladders, roofs, bucket trucks, working in extreme hot or cold temperatures, walking on uneven terrain, working in wet/icy surroundings, working in confined areas, and exposed to fumes, odors, dust, and dirt.

Incumbent occasionally works extended work hours, weekends, and evenings, and travels out of town, but not overnight. Incumbent occasionally responds to emergencies on a rotating 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Driver for the Street 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