Truck Driver II

Information

Pay Range (Grade)	H400
Other Compensation Offered	Overtime,Compensatory Time,On-Call Pay,Call-Back Pay
Employment Type	Full-Time, 40 hours per week
Organization	Public Works - Roads Operations
Location	Maintenance Center
Reports to	Area Roads Manager
Leadership Duties	No
Competency Group	Trades

Summary

As a Truck Driver II, you will use your experience to help the County perform road maintenance projects. Your expertise in driving class A vehicles and operating heavy equipment will impact road users by keeping drainage systems and roadways safe and clear. Under the direction of the Foreman, your expertise in transporting and knowledge of heavy equipment will greatly impact the County's residents and road users.

Essential Duties

- Operate equipment and tools which may include but not limited to skid steer, loader, tractor mower, chain saw, and roller. Drive vehicles requiring a Class A CDL.
- Complete storm drainage system pipe replacement, surface repair, and asphalt patching.
- Maintain roads by removing debris and foliage to clear water drainage. Perform general labor and traffic control duties as needed.
- Perform basic maintenance on equipment, tools and vehicles. Complete vehicle inspection reports required by Department of Transportation.
- Follow all established safety rules and regulations. Maintain a clean, orderly, and safe work environment.
- Perform snow removal as needed.
- Invite collaboration and seek learning opportunities. Proactively assist peers to create a supportive work environment.

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- Ensure all work is complete and timely to support department goals. Evaluate feedback and procedures to improve efficiency.
- Exhibit integrity, ethics, and fiscal responsibility.

Skills

- Heavy Equipment (Intermediate)
- Load Securement (Advanced)
- Occupational Health and Safety (Intermediate)
- Repair and Maintenance (Intermediate)
- Hand and Power Tools (Introductory)

Competencies

Service Excellence - Level 2

Definition: Providing service excellence to internal or external clients.

- Follows up with clients during and after delivery of services to ensure that their needs have been met.
- Keeps clients up-to-date on the progress of the service they are receiving and changes that affect them.
- Maintains service to clients during critical periods.
- Addresses clients' issues in order of priority.

Decision Making - Level 2

Definition: Using critical thinking, good business sense, and organizational values to make decisions involving varying levels of risk and ambiguity.

- Applies guidelines and procedures that require some interpretation in dealing with exceptions.
- Makes straightforward decisions based on information that is generally adequate.
- Compares the importance of various factors on specific aspects of an issue.
- Recognizes when analysis is sufficient to proceed with making a good decision.
- Identifies potential implications of own decisions.

Collaborating with Others - Level 2

Definition: Working together with others in a cooperative and supportive manner to achieve shared goals.

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- Initiates collaboration with others.
- Assumes additional responsibilities to facilitate the achievement of team goals.
- Seeks input from others on matters that affect them.
- Anticipates when others might require assistance, providing it before they ask for it.

Safety Focus - Level 3

Definition: Identifying hazardous or potentially hazardous situations and taking appropriate action to maintain a safe environment.

- Promotes a safe and healthy work environment.
- Identifies potentially hazardous situations that are not apparent to others.
- Enforces safety procedures in compliance with health and safety regulations.

Quality Focus - Level 3

Definition: Following procedures to ensure high quality output; solving quality problems or notifying others of quality issues.

- Explains the organizational policies and procedures for quality assurance.
- Works at a level that exceeds quality standards set by the organization.
- Reviews the work of others to ensure that organizational quality standards are met.
- Advises management when quality issues and challenges are apparent.

Continuous Learning - Level 2

Definition: Identifying and addressing learning and developmental needs to enhance own performance.

- Requests additional feedback to clarify learning needs.
- Follows-up on issues to maintain knowledge and skills.
- Seeks coaching in areas where techniques are rapidly evolving.
- Seeks to continually acquire and apply new knowledge and learning to improve job performance.

Fostering Communication - Level 2

Definition: Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.

- Recalls others' main points, taking them into account in own communication.
- Checks own understanding of others' communication (e.g., paraphrases, asks questions).
- Elicits comments or feedback on what has been said.
- Maintains continuous, open and consistent communication with others.

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Managing Project Execution - Level 2

Definition: Assigning, measuring, and controlling resources (budget, people, and materials).

- Identifies resource requirements for a project.
- Secures resources required to complete project objectives.
- Considers the workload, commitments, and priorities of individuals when setting expectations and assigning work.
- Evaluates the effectiveness of resource allocation.
- Adjusts the allocation of resources based on changes in requirements and resource availability.
- Coordinates with other project managers to address resource conflicts across multiple initiatives.

Planning and Organizing - Level 2

Definition: Making and executing plans to reach goals that support organizational success.

- Identifies who needs to be involved and when.
- Considering group members' skills, needs and, if possible, preferences when identifying each person's responsibilities.
- Sets timelines and work steps.
- Monitors progress and use of resources (e.g., people, supplies, money).
- Makes needed adjustments to timelines, steps, and resource allocation.
- Plans the accomplishment of next steps.

Education and Experience

- High school diploma or general education diploma (GED)
- One or more years of related experience
- A comparable amount of education and experience may be substituted for the minimum requirement.

Licenses and Certifications

Required

- Class A commercial driver's license (CDL)
- Department of Transportation (DOT) physical card

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- State of Maryland Flagging Certification (or must obtain within six months of employment)

Working Conditions

- Frequent exposure to potentially adverse weather conditions.
- Occasional exposure to potentially adverse environmental conditions, including, but not limited to, chemicals, noise, and airborne particles.
- Frequent physical activity: lifting and carrying over 75lbs, climbing ladders and steps, standing/walking, pushing/pulling, bending, reaching, squatting, stooping, and related activities.
- Must wear appropriate PPE as required.

Additional Information

- Summer hours are typically Monday through Thursday from 6:00 am – 4:30 pm. Winter hours are typically Monday through Friday from 7:00 am – 3:30 pm.
- Employment conditional on ability to pass required vehicle and equipment tests.
- Will be required to work outside of standard hours.

Please note that this job description is not intended to provide an exhaustive listing of tasks, activities, or responsibilities required of the employee in this role. Tasks, responsibilities, and duties may change without notice.

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