

**CITY OF CHESTER, SOUTH CAROLINA  
JOB DESCRIPTION, FEBRUARY 1998**

**JOB TITLE: CDL DRIVER  
PUBLIC WORKS DEPARTMENT  
EXEMPT STATUS - NON EXEMPT**

**GENERAL STATEMENT OF JOB**

Under general supervision, is responsible for the maintenance, operation and inspection of assigned trucks and trailers. Performs garbage and debris removal from assigned routes. Reports to the Public Works Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Operates, maintains, and inspects assigned trucks and trailers.

Handles household and commercial waste and debris removal on assigned routes for citizens and transports to landfill.

Picks up yard waste, appliances and other special items for citizens as needed.

Provides leadership and assistance to Utility Workers on assigned routes.

Adheres to and implements all safety procedures as outlined for the safe and efficient operation and performance of duties.

Receives, reviews, prepares and processes various forms and documents to include vehicle inspection reports, commercial dumpster accounting logs, landfill logs, gas receipts, vehicle maintenance reports, cash receipts, etc.

Operates related equipment to include various trucks, trailers, leaf machine, front end loader, chipper, side loader, sweeper, boom loaders, etc.

**ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Prefer a high school diploma or equivalent with five to eleven months general work experience. Must possess a valid state driver's license and obtain a CDL upon acceptance of offer of employment.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate assigned trucks and trailers as well as a variety of related equipment and machinery. Must be able to exert up to fifty pounds of force occasionally, and or up to twenty-five pounds of force frequently, or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for sedentary work. Must be able to lift and/or carry weights of up to fifty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, work assignments and/or directions from immediate supervisor.

**Language Ability:** Requires the ability to read a variety of information such as equipment manuals and instructions, City policy manuals, etc.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

**Numerical Aptitude:** Requires the ability to add and subtract totals; to multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using mechanic's tools and other equipment and tools, etc.; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, switches, etc. Must have strong levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear : (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

## PERFORMANCE INDICATORS

**Knowledge of Job:** Has general knowledge of the principles, practices, programs, policies and procedures of the City. Understands the role of the CDL Driver in attaining the short and long term goals of the department. Is capable of driving trucks and trailers following required safety policies. Is able to conduct routine inspections of vehicles and equipment for safe and proper working order and to make sound, educated decisions concerning repair of equipment. Is able to coordinate and work well with others. Is able to offer assistance to co-workers and supervisors as necessary. Is able to interact and communicate in an effective and efficient manner with a variety of individuals and groups including co-workers, public, etc. Has the ability to utilize related terminology within the department. Is able to use and apply independent judgment and discretion to perform tasks in routine situations. Has the ability to apply common sense understanding in performing assigned tasks. Is able to compile, prepare and process required reports, records, and related information and documents. Has the ability to perform the required mathematical calculations. Has the ability to learn and apply new skills needed in order to promote efficient completion of duties.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Minimum Personal Protective Equipment Requirements								
City of Chester								
Public Works Department								
Equipment /Task	Steel-toe boots	Eye wear	Gloves	Safety vest	Hard hat	Dust mask	Ear plugs	Chapps
Weed eating	X	X	X	X		X	X	
Lawn mower	X	X	X	X		X	X	
Chemical sprayer	X	X	X	X				
Bench grinder	X	X	X				X	
Power saw	X	X	X			X	X	
Chain saw	X	X	X	X	X		X	X
Tractor/bush-hog	X	X	X	X	X			
Leaf blowers	X	X	X	X		X	X	
Pressure washer	X	X	X				X	
Sweeper	X		X	X		X	X	
Chipper	X	X	X		X	X	X	
Leaf collector	X	X	X	X		X	X	
Solid waste pick-up	X		X	X				

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Knuckle boom	X		X	X	X		X	
Bailer	X	X	X				X	