

## TRUCK DRIVER

The Town of Mashpee D.P.W. seeks applicants for a full time Truck Driver, \$26.05/hour - \$27.38/hour commensurate with qualifications and experience. This position works 40 hours/week from 7:00a.m. – 3:30p.m., Monday through Friday. Position open until filled.

**Minimum Requirements:** HS Diploma or GED with 3 years of road construction, snow plowing, and/or landscape maintenance experience including 2 years of experience with heavy trucks; or any equivalent combination of education and experience. Must have and maintain a valid Class A Massachusetts Commercial Driver's License. Must successfully pass a comprehensive background check and FMSCA Drug & Alcohol testing check.

**Responsibilities:** Completion of assigned projects and tasks of a public works nature to include construction, maintenance, and repair of town buildings, roads, and grounds, including schools. Requires the operation of light and heavy trucks and small equipment including but not limited to 6 and 10 wheel dump trucks, snow plows, sanders, chippers, mowers, trimmers, compressors, hand tools, power tools, and jackhammers. Position also performs functions of a Maintainer I. Assists with snow removal operations. This position is subject to call out for emergencies after normal working hours.

Comprehensive benefits package includes Town contribution of 75% towards the cost of health insurance, defined benefit pension program, generous vacation package, life/dental/vision plan options, as well as deferred compensation plans. Further information can be found on the Human Resources Department Employee Benefits webpage at [mashpeema.gov](http://mashpeema.gov).

**In order to be considered, a fully completed original Employment Application (available on the HR Dept. Employment Opportunities webpage at [mashpeema.gov](http://mashpeema.gov)) and copies of any licenses/certifications is required. The original application must be submitted to:**

Mashpee Town Hall, Human Resources Department  
16 Great Neck Road North  
Mashpee, MA 02649

The Town of Mashpee is an EEO/AA Employer  
Applications from Women and Minorities are Encouraged

**Reposted: August 25, 2022**

**Updated: July 1, 2023**

**TRUCK DRIVER – JOB DESCRIPTION  
DEPARTMENT OF PUBLIC WORKS  
TOWN OF MASHPEE, MASSACHUSETTS**

**POSITION PURPOSE**

The purpose of this position is the completion of assigned projects and tasks of a public works nature, both individually and with others, in a safe and efficient manner. Accomplishment of this purpose may require the use of light and heavy trucks, small power equipment, hand tools or manual labor. The type of projects and tasks assigned generally include the construction, maintenance, and repair of buildings, roads, and grounds. A Public Works Truck Driver is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**SUPERVISION**

*Supervision Scope:* Performs varied duties requiring knowledge of department standard operating procedures; exercises judgment and initiative when performing assigned tasks to ensure competent and effective work execution; works independently and in combination with others.

*Supervision Received:* Works under the general direction of the Public Works Supervisor and/or Working Foreman; follows established department rules, regulations, policies, and procedures; may be given general orders or more detailed instructions.

*Supervision Given:* None

**JOB ENVIRONMENT**

Work is performed inside a garage, in the DPW yard, and at various outdoor locations; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials. Work is performed inside and out-of-doors in all weather conditions including extreme heat and cold.

Requires the operation of light and heavy trucks and small equipment including but not limited to: 6 and 10 wheel dump trucks, snowplows, sanders, chippers, mowers, trimmers, and compressor; Also requires the operation of hand tools, power tools, and jackhammers.

Makes occasional contacts with the general public or police when out in the field; most contacts are with fellow employees in the department or other Town departments.

**ESSENTIAL FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

***Work as a Truck Driver varies seasonally and may average only 20% of total time during a year; the position works at all other times performing the same functions as a Maintainer I, as outlined below.***

1. Performs maintenance, repair, and construction work of roads, sidewalks/bike paths, and parking lots, including installation of signs, painting of lines, patching, installation of drainage, removal of roadside litter, and trimming of roadside vegetation. May use heavy trucks for these tasks;
2. Sands and plows roads and parking lots. May use heavy trucks for these tasks;
3. Moves materials with heavy and light trucks, hand tools, wheelbarrows, and hand trucks;
4. Trailers equipment to work sites or repair facilities as necessary;
5. Trim trees and remove trees as needed. May use heavy trucks for this task;
6. Assists in the construction and/or maintenance of the Town's recreational facilities including beaches, playgrounds, and athletic fields. May use heavy trucks for these tasks;
7. Mows and trims grass; cuts and removes brush; rakes and picks up leaves, grass clippings, and other yard debris; loams and seeds lawn areas; weeds and mulches landscape beds; plants, waters, and prunes flowers, bushes, and trees;
8. Removes trash and recycling from Town properties, including parks, beaches, cemeteries, and open space properties;
9. Performs minor maintenance on vehicles and small equipment including greasing, checking oil, repairing/changing tire, cleaning and washing, etc.; is responsible for performing safety check on trucks and/or trailers being used prior to it leaving DPW yard;
10. Performs other heavy laboring and various unskilled and semi-skilled tasks essential to municipal building and public works operations using a wide variety of power, pneumatic and hand tools;
11. Assists with preparing, maintaining and performing job site and work safety practices;
12. Is subject to call out to respond to emergencies after normal working hours;

#### **OTHER FUNCTIONS**

13. Performs similar or related work as required or as the situation dictates;
14. May operate heavy equipment as necessary, if holds appropriate license

#### **ERRORS AND OMISSIONS**

Errors could result in injury to other employees, damage to buildings or equipment, liability from personal property damage and delay in service or the cost to rework a public works project.

## **MINIMUM REQUIRED QUALIFICATIONS**

**Education, Training and Experience:** Must have a High School Diploma or GED with 3 years of road construction, snow plowing, and/or landscape maintenance experience, including two years of experience with heavy trucks; or any equivalent combination of education and experience.

### **Knowledge, Ability and Skill:**

***Knowledge:*** Thorough knowledge of the safe practices of driving snowplows and working on road construction; thorough knowledge of safety practices related to CDL vehicles; working knowledge of road and drainage construction; knowledge of proper tools to use for vehicle maintenance, lawn maintenance or road construction jobs.

***Ability:*** Ability to follow written and oral instruction; ability of work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to work for long hours; ability to handle physical labor; ability to work efficiently and effectively with minimal supervision.

***Skill:*** Skill in using snow plows, CDL vehicles, mowing equipment, and various power tools and hand tools.

**Physical and Mental Effort:** While performing the functions of this job, the employee is required to sit, stand, and walk for extended periods; may come in contact with toxic or caustic chemicals or fumes; may be exposed to risk of electrical shock; is frequently required to talk and listen; uses hands to finger, handle or feel objects, tools or controls; reaches with hands and arms; kneels and bends to work on equipment or projects; specific vision abilities required include close, color, and distance vision, peripheral and depth perception, and the ability to adjust focus; ability to operate a vehicle accurately and efficiently; ability to frequently lift up to 60 lbs and occasionally lift up to 100 lbs and over 100 lbs with assistance; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech.

**Special Requirements:** Must have and maintain: Valid Class A Massachusetts Commercial Driver's License; a Massachusetts's Hoisting Engineers License is preferred; must successfully pass Criminal Record (C.O.R.I.) check upon offer of position and every 3 years thereafter.

*(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)*

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Updated 11/17/05

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