

Town of Alton
Employment Opportunity

EXPERIENCED FULL-TIME TRUCK DRIVER, Highway Department: The Town of Alton has a position for a full time, year round, benefit position as Truck Driver for the Highway Department; starting wage is **15.35 D.O.E.** (Depends on Experience). The successful candidate will be subject to pre-employment physical, drug, and alcohol screening and is subject to periodic random drug and alcohol screening. A valid NH Commercial Driver's License (Minimum CDL-B), A Driver's Test and FBI Background Check is required. Previous plow experience and the ability to operate a chain saw and other dangerous power equipment, ability to lift heavy loads, work nights and weekends as needed, willingness to work outdoors in all types of weather with the ability to follow instructions and safety procedures is necessary.

The Town of Alton offers Prospective Employee Benefits such as:

Paid Holidays / Health (Town pays 96.5 %) and Dental Insurance (Town Pays 80%)/ Short-Term disability insurance / Life Insurance
NH Retirement / Flexible Spending account / ICMA / Vacation and Personal days / Sick Leave
Bonus Leave / and much more

Applications are available in the Selectmen's Office, 1 Monument Square, PO Box 659, Alton, NH 03809 or visit our website www.alton.nh.gov this position will be open until filled.

A job description is available upon request. The **Town of Alton is E.O.E.**



Town of Alton Job Description Highway Department Truck Driver

Date: November 16, 2016

General Position Description: Work primarily involves the operation of heavy duty trucks and highway maintenance equipment and the performance of other manual labor tasks associated with the highway maintenance. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: This position reports to the Highway Manager.

Equipment Used: 10-wheelers, 6-wheelers, pick-up trucks, back hoe, loader, jack hammers, chain saws, pavement saws, rollers, trailers, hand tools, etc.

Environment: Inside: 1% Outside: 99%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Perform preventive and routine maintenance on vehicles.
2. Make minor repairs.
3. Perform routine road maintenance and construction activities, cold patching, raking, sumping, ditching, hauling materials to and from work sites, flagging.
4. Operate on an emergency and seasonal basis, plowing, sanding, repair bridges
5. Operate portable power equipment and powered hand tools.
6. Conduct snow removal operations which is frequently required during winter months
7. Perform other duties as specified.

Cognitive and Sensory Requirements:

- **Vision:** Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, and general public, etc.
- **Hearing:** Necessary for receiving instructions for safety while working, and listening to instructions and questions.
- **Speaking:** Necessary for communicating with employees, residents, supervisors, and the general public.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for operating equipment, handwriting and all equipment and tools associated with mechanical needs.
- **Mobility:** Needed to walk around work sites, the department, and other municipal locations as well as other outside locations and around department locations, equipment/vehicle sites, breakdown sites, and needed to perform all functions of the job in, out, and around vehicles and equipment.

Physical Requirements:

Lift up to 10 pounds: constantly required.
Lift 11 to 25 pounds: frequently required.
Lift 26 to 50 pounds: occasionally required.
Lift over 50 pounds: rarely required. Assistance may be available.
Carry up to 10 pounds: constantly required.
Carry 11 to 25 pounds: occasionally required.
Carry 26 to 50 pounds: occasionally required.
Carry over 50 pounds: rarely required. Assistance may be available.
Push/pull: constantly required.
Reach above shoulder height: frequently required.
Reach at shoulder height: constantly required.
Reach below shoulder height: frequently required.
Sit: one total hour per day. During plow season sitting up to various hours
Stand: six plus hours per day.
Walk: four plus hours per day. During specific construction projects
Twisting: occasionally required.
Bending: frequently required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: rarely required.
Crouching: rarely required.
Climbing: occasionally required.
Driving: required for snow removal operations during winter months.

Fine motor skills (hands, wrists, fingers, feet, toes, etc.):

- Grasping: constantly required.
- Handling: constantly required.
- Torquing: occasionally required.
- Fingering: frequently required. hand tools, etc.
- Foot/feet: constantly required. Operating vehicle and equipment foot pedals, walking on properties for inspections, etc.
- Toes: rarely required.
- Controls and equipment: Hand and power tools, light and heavy equipment, motor vehicles.

Work Surfaces:

- Rough, wet, slippery terrain
- Concrete, asphalt, brick
- Dirt surfaces, trails, woods, moss covered logs, sand, beaches, rocks, ledges, etc.
- Extreme Heat and Cold and High Winds
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surface
- Equipment and vehicle cab interiors and exteriors
- Rough, harsh, slippery, dangerous, wooded, flooded, uneven ground surfaces and/or areas
- Grass, dirt, gravel, mud, trenches or confined spaces such as drainage, sewer man-holes.
- Rain, snow, sleet, hail, ice and flooded areas and surfaces

Summary of Occupational Exposures:

- May be exposed to fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Maybe exposed to noise and other hazards from operating engines and equipment.
- Travel in a motor vehicle is required.

Training, Skills and Experience Requirements:

- Chain saw class
- Work safe class
- Air brakes class
- Snow plow safety
- Car control
- CPR
- Personal protective equipment
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Valid NH CDL (B) driver's license.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Summer hours of Monday through Thursday, 6am – 4:00pm. Winter hours of Monday through Friday 7am – 3pm. Possible overtime if and when needed or required and approved.