

City of Huron Job Description

Employer: City of Huron

Department: Street

Position Title: General Laborer, Dump Truck Driver, Street Sweeper Operator– Part-Time and Temporary

Rate of Pay: \$8.00 to \$10.00 per hour depending on qualifications and experience.

Position Classification:

1. This is a Part-Time, Temporary position.
2. The employee will work less than 1040 hours in the calendar year with no guarantee of hours per day, per week or per month.
3. Employee will be paid at the overtime rate (time and a half) for hours worked after forty (40) hours worked in one work week.
4. Employee in this position is not eligible to accumulate or use comp time or earn any city benefits.

Essential Duties and Responsibilities:

1. Operate dump truck to haul snow during snow removal operations.
2. Operate dump truck to haul gravel from the gravel pit to the city stockpile.
3. Inspect vehicle on a daily basis to ensure it is operational and meets safety standards.
4. Repair or assist in repair and maintenance of equipment operated.
5. Employee may operate light to heavy equipment like a skid steer loader, loader, street sweeper or snow plow if the employee can demonstrate proficiency. This work will be done at the same rate of pay.
6. Performs physical labor tasks in addition to equipment operation. Shovel, load and haul gravel mix and snow as required.
7. Conduct all types of street maintenance including but not limited to street repair, placing hot mix, chip sealing, cleaning storm sewer catch basins, etc.
8. Communicate any unsafe conditions or accidents / injuries in a timely manner to supervisor in order to facilitate prompt correction or reporting.
9. Complete daily log and keep accurate records of work accomplished.
10. Maintain operation, maintenance and repair records on all equipment operated.
11. Attend training, seminars, and workshops deemed necessary.
12. Perform work in a manner consistent with safe practices and policies.
13. Perform other such duties and functions as deemed necessary.

Hours of work:

1. Normal Truck Driving Operations: Typical, fair weather truck driving operations including hauling gravel will normally occur 8-5 M-F.
2. Snow Removal Operations:
 - a. Day Shift: Noon to Midnight,
 - b. Night Shift: Midnight to Noon (with some flexibility).
 - c. May be required to report to work to haul snow on short notice.
3. Street Sweeper Operator may be required to come in early to clean some streets before morning traffic.

4. Employee may be required to come to work earlier and work later if the task requires.
5. Employee may be required to work on Saturday and / or Sunday.

Equipment Operation:

1. Employee must be able to operate a single or tandem axle dump truck with or without air brakes to haul snow or to haul gravel.
2. Employee may operate light to heavy equipment like a skid steer loader, loader, street sweeper or snow plow if the employee can demonstrate proficiency.

Education and Experience:

1. High School diploma or GED Certification recommended.
2. Two years of truck driving experience required.
3. Two years of experience as a general laborer.
4. Able to follow instructions.

Language Skills:

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

Mathematical Skills:

Ability to use basic math skills.

Reasoning Ability:

1. Ability to apply common sense understanding to carry out detailed but uninvolved written or verbal instructions.
2. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates and Licenses and Examinations:

1. Possession or ability to possess a valid South Dakota Commercial Drivers License Class B or above with Air Brake endorsement.
2. Successful completion of written tests and/or oral interviews.
3. Other such examination as deemed necessary by the City.
4. Applicant must pass a pre-employment physical.
5. Applicant must pass a pre-employment drug test. Employee will be required to participate in a DOT required random drug and alcohol testing program.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and stoop, kneel, crouch, or crawl.
2. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and occasionally required to communicate.
3. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions.
2. The employee is occasionally exposed to wet and/or humid conditions; toxic or caustic chemicals; and vibration.
3. The noise level in the work environment is usually moderate to loud.

Date Approved

Department Head

Commissioner in Charge

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Sign Off:

The employee is expected to adhere to all City of Huron policies and to act as a role model in the adherence to city policies.

I have read and understand this expectation and job description.

Employee Signature: _____ Date: _____