

**Driver II/Laborer**  
**Department of Public Works/Highway Bureau**

**Class Title:** Driver II/Laborer  
Department of Public Works/Highway Bureau

**Class Definition:** Work of this class involves the routine operation of various types of municipal trucks. Manual labor tasks and the operation of related small power tools and motorized or automotive equipment may also be required. Employees in this class are responsible for the safe and efficient operation of assigned equipment to provide a variety of services to the citizens of the City.

**Distinguishing Features of Work:** Work involves responsibility for the routine operations of any and all assigned vehicular equipment as required. Drivers are required to make minor repairs to equipment including the installation, removal and repair of tire chains and to be responsible for the safe and efficient operation of the equipment. When not driving, repairing, or servicing equipment, drivers are required to do other manual labor work, both heavy and light, as directed. Assignments may follow an established and detailed routine. Work may be under immediate supervision, and is subject to check in progress and/or upon completion. Work may be done on an individual basis or as part of a team.

**Examples of Work:** (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. 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). This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drives or operates any and all vehicles presently assigned or which may be assigned to the Bureau requiring a Class B Commercial Driver's License. When not driving, operating, or servicing equipment, performs manual labor or other duties related to Bureau operations as required. May use hand tools and portable tools to assist other personnel. Removes trash and other debris to storage hoppers. Maintains and cleans work areas such as work areas, break room and bathrooms, and equipment in a clean, orderly condition. Loads, unloads, moves, and transports materials. Operates snow plows, spreaders, and/or other types of municipal trucks. Checks vehicle or equipment for needed repairs; checks tires for proper air pressure or extensive wear; washes and services vehicle or equipment; checks gas and oil; makes minor repairs of vehicles or equipment. Participates in all aspects of street maintenance or repairs such as paving, snow, trench repair, and/or debris removal, leaf collection, etc. Participates in setting up and breaking down vehicles and equipment used for seasonal work.

**Tools and Equipment Used:** Standard and automatic transmission vehicles assigned to the Bureau such as dump truck, pick-up truck, utility truck, common hand tools, saws, pumps, propane tar kettle, compressors, generators, wrenches, mobile radio, phone, power and hand tools and equipment for painting and cement finishing work; rakes, brooms, lutes, scrapers, jack hammer, concrete saw, flat plate and jumping jack wackers, walk behind roller, chainsaws,

weed-wackers, and gas powered blowers, etc.; manual and air jacks, air tools, and other tools required for minor repairs and routine maintenance of motor vehicles, steam cleaners, washers, and vacuums

**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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employees frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is required to work outside on a year round basis regardless of the season and the temperature or weather conditions. The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required of this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee works outside on a year round basis regardless of the season. The employee is frequently exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually loud.

**Necessary Knowledge, Skills, and Abilities:** Working knowledge of equipment, materials, methods and procedures used in maintenance, construction and repair activities; and skill in the operation of listed tools and equipment. Knowledge of the laws and ordinances regulating the operation of vehicles upon the road. Must be thoroughly safety conscious when performing duties. Elementary knowledge of the mechanics of gasoline and diesel powered equipment. Must be able to drive and operate and be licensed for vehicles and/or equipment which are or which may be assigned to the Highway Bureau. Ability to service, care for and make minor operating repairs and adjustments to automotive equipment. Ability to participate in setting up and breaking down vehicles and equipment used for seasonal work. Ability to operate standard transmission vehicles which may be assigned to the Bureau. Ability to understand and carry out oral or written orders. Able to communicate effectively verbally and in writing. Ability to work under varying weather conditions. Physical strength and endurance to perform arduous work in all kinds of climatic conditions and often under adverse conditions. May be required to work scheduled and unscheduled overtime due to emergency call-outs. Must be self-motivated. Must be reliable, thorough, dependable with the ability to work both independently and as part of a

work team. Must be able to assist in the instruction of employees regarding proper use of equipment or procedures.

**Qualifications Required for Appointment:** Must possess a current, valid Pennsylvania Commercial Driver's License of a Class B with a tanker endorsement and a safe driving record. A person in this position will be required to obtain a Tanker Endorsement within ninety (90) calendar days of placement in this position. Must be able to operate a standard transmission vehicle. Some previous experience in the performance of heavy manual labor and some previous experience in the safe use and operation of machinery and tools or any combination of experience and related education. Graduation from high school or GED equivalent.

**Work Schedule:** Per established departmental policy.

*Revised 2/14/13*