



Job Description
Public Works Truck Driver/Equipment
Operator

Review Date:

07/1/2025

JOB TITLE: Truck Driver/Equipment Operator

POSITION CLASSIFICATION: Full Time, Hourly/Non-Exempt

JOB SUMMARY: The Truck Driver/Equipment Operator performs work in all areas of construction and other assigned projects: summer and winter maintenance of roads; bridges; sidewalks; cemeteries; snowplowing; snow removal; sanding.

SUPERVISION RECEIVED: This position works under the general supervision of the Public Works Director, and/or the Highway Foreman, who assigns and reviews projects, and is available for technical advice, if problems are encountered. Work may be reviewed in progress and upon completion for conformance with instructions and acceptable trade practices.

SUPERVISION EXERCISED: As directed, will supervise highway department personnel and project.

REPRESENTATIVE JOB DUTIES: The following job duties are illustrative, but not exhaustive. The Truck Driver/Equipment Operator may perform such other pertinent duties as may be directed by the Director of Public Works and the Board of Selectmen.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assembles materials, and equipment necessary to complete projects.
- Serves as equipment operator, worker/laborer in diversified projects involving repairs of roads; bridges; sidewalks; building maintenance; roadside landscaping; curbing; culvert and catch basin laying, setting and maintenance. May be required to work on projects with other departments or surrounding Towns.
- Required to do winter operations; snow removal, plowing; salting, sanding. Maintains the assigned plow route in an effective way.
- Prepares equipment for winter storms.
- Maintains an effective preventive maintenance schedule for the equipment.
- Inspects vehicles and equipment and recognizes the need for repair.
- Maintains clean equipment and vehicles.
- Operates all equipment and trucks, effectively, as necessary, including chain saws, and hand tools.
- Makes maintenance repairs; welds and modifies equipment; fabricates new parts as necessary, or as directed; installs accessories to the vehicles; paints; installs and repairs snowplowing equipment. Replaces tools to their proper place when finished.
- Purchases, under direction of the Public Works Director or Highway Foreman, materials for maintenance and repair.
- Keeps accurate records of hours worked and projects on your timecard.
- Reads, understands, and uses policies and procedures of the Highway Department.
- Monitors roadway conditions for tree limbs, litter, debris, etc., removes items as seen.



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- Keeps the garage, storage area, break room area swept and free of debris, and shares in the cleaning and sanitizing of the bathroom area.
- Reads and understands all operating and safety manuals for the equipment.
- Works in a safe and healthy manner.
- Receives training as necessary or directed.
- This position requires overtime, as necessary.
- **This position requires availability for work during winter storms, adverse weather conditions, flooding or any type of disaster. Must respond to callouts as necessary.**
- Performs other related duties as required.

NECESSARY SKILLS & KNOWLEDGE:

- Thorough knowledge of the maintenance requirements, work hazards, safety practices and traffic laws relating to heavy equipment operation.
- Knowledgeable of applicable work hazards and safety practices related to road construction.
- Ability to perform work requiring good physical condition.
- Ability to understand and follow, and give instructions both orally and in writing.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to establish and maintain effective and harmonious working relationships with other employees, departments, supervisors and the public.

QUALIFICATIONS, EDUCATION and EXPERIENCE:

High School Diploma or GED

- Valid NH Driver's License – CDL-B required (without record of suspension or revocation).
- Current State of NH DoT medical card.

PHYSICAL DEMANDS:

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 function.

While performing the duties of this job, the employee is frequently required to:

- Sit for prolonged periods in equipment.
- Stand or walk on uneven ground.
- The employee is frequently required to climb ladders, kneel, crouch, stoop, or crawl.
- Use hands to handle or operate objects, tools or controls and reach with hands and arms.
- The employee must frequently lift and or move up to 50 pounds and occasionally lift and or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.



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Work is performed primarily in vehicles and outdoor settings in all weather conditions, including temperature extremes during day and night shifts. Work can often be performed in emergency and stressful situations. The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and or humid conditions, airborne particles, toxic or caustic chemicals, exposure to extended periods of vibration. The noise level in the work environment is loud when machinery is being operated.