



## **Truck Driver Senior/Work Detail Supervisor (9914)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 9

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to perform security and work functions associated with overseeing the safety and security of inmates assigned to work detail involving the driving and operating of dump trucks and other equipment to complete tasks associated with roads projects or sanitation activities as assigned.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Distinguishing Characteristics:**

Incumbents in this classification are regularly assigned inmate workers and are responsible for their direction, productivity and safety. This classification performs the duties of Truck Driver II to complete assigned work activities when inmates are not assigned.

### **Typical Duties**

Directs, oversees and trains inmates: assigns and reviews work; evaluates training needs and provides instruction; establishes and promotes worker morale and teamwork; ensures security of inmates: picks up inmates for work detail and returns them upon completion of work; oversees work details; and provides security for inmates.

Drives dump trucks in order to transport and haul materials between original and final destinations for use in maintenance and construction projects or sanitation activities: positions vehicle to allow for the most efficient and effective loading or dumping of materials; secures all doors, gates, and fasteners to prevent spillage or loss of load; operates dumping mechanism to dump materials at appropriate locations; and operates truck and dumping mechanism simultaneously to spread materials along prescribed path to required specifications.

Drives roll-off truck, grapple truck, and front- and rear-loading vehicles to collect waste on an assigned route: positions vehicle to allow for the most efficient and effective loading of materials; monitors and adjusts pace of vehicle and collection activities to ensure timely completion of route; operates mechanisms on truck to secure and collect waste; ensures that load is properly balanced, covered, and contained; and delivers collected waste to transfer center.

Inspects and prepares equipment for safe and proper operation prior to beginning work for the day: performs light maintenance on equipment, which includes refueling and refilling lubricants; cleans vehicle bed upon completion of assignments; notifies supervisor of need maintenance or repairs; and secures vehicle after use.

Drives vehicle over public roads: maneuvers in and around traffic, parked cars, equipment, and other obstacles; obeys all traffic laws and safety guidelines; and monitors immediate environment and work area to ensure the safety of operator, other workers, the equipment, and the public.

Performs manual labor in support of assigned projects: lifts, moves, loads, and unloads materials, equipment, tools, and supplies; digs ditches, trenches, and holes manually or utilizing power equipment; shovels, rakes, spreads, compacts, and levels dirt and other materials; collects, transports, loads and unloads materials, supplies, tools, and equipment to and from the worksite; removes litter, debris, and deceased animals from roadways and other County property; and rakes, sweeps, shovels, and cleans ground around trash disposal areas.

Follows established safety procedures: utilizes safety equipment and wears protective gear: monitors work environment to ensure safety of employees and other individuals; monitors traffic conditions surrounding trucks and equipment to identify obstructions, pedestrians, or unsafe traffic conditions; flags and directs traffic and places markers, signs and cones around project and work site to ensure safety of crew and the traveling public; and reports any incidents, accidents, problems, or unusual situations.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required; supplemented by two years of experience driving and operating large trucks and equipment or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia Commercial Driver's License. Must possess and maintain Correctional Officer certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, and visual cues or signals.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, temperature and noise extremes, machinery, vibrations, and traffic hazards.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created July 2019