

**BUFFALO LAKE P&R DISTRICT
MARQUETTE COUNTY WISCONSIN**

JOB DESCRIPTION: Truck Driver

REPORTS TO: Harvesting Supervisor

POSITION SUMMARY: The truck drivers are responsible for the safe operations of the truck and shore conveyer assigned.

KEY ACCOUNTABILITES:

1. Drive truck from the equipment yard to the designated pick up points and to approved drop off points. Fuel and operate weed loading conveyer.
2. Driver is responsible for the fueling of the assigned truck at any designated fueling location.
3. Perform safety check daily prior to leaving the equipment yard each day.
 - a. Fire extinguisher onboard.
 - b. Daily fluid checks.
 - c. Other checks as necessary.
4. Perform required daily maintenance on assigned equipment.
5. Approved drop off sites list is in the truck.
6. Shall receive and obey orders and directions from the Harvesting Supervisor.
7. Provide assistance to other employees as needed.
8. Assist Mechanic if they are working on your assigned equipment.
9. Demonstrate district values of collaboration, integrity, professionalism and accountability.
10. Any signs of malfunctioning equipment must be reported to the Harvesting Supervisor.
11. Any item brought on board the truck must also be removed from the truck at the end of each work day. Items should be properly disposed of.
12. Keep a log of all loads, were picked up and delivered on a daily basis.

13. Clean up offload site daily.

14. Other duties as assigned.

Note: The above statements are intended to describe the general nature and level of work being performed by the holder of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

EDUCATION AND EXPERIENCE

1. Completion of Grade 12 or equivalent GED.
2. Experience with driving a diesel engine truck a plus.
3. Experience with driving a truck with air brakes a plus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Possess valid motor vehicle driver's license.
2. Working knowledge of assigned truck.
3. Good communication skills with the ability to communicate effectively in written and verbal form.
4. Ability to work in fast paced environment with minimal supervision.
5. Ability to perform the duties and responsibilities as outlined are completed in a safe, efficient manner.
6. Ability to operate and maintain lake district equipment.

WORKING CONDITIONS

1. Majority of work performed will be in outdoor conditions and/or within the vehicle.
2. Ability to lift and/or carry up to 50 lbs.

SIGNATURES

Employee _____ Approved by _____ Date _____

Printed Name

Revised Jan. 2021