



Office of Bedford County Human Resources
1 Public Square, Suite 108
Shelbyville, TN 37160

CDL Truck Driver

The Bedford County Highway Department is currently accepting applications for the position of CDL Truck Driver.

DEFINITION: The Employee is responsible for the safe, efficient, and cost effective operation of heavy and light trucks of the Bedford County Highway Department. Tasks include the operating of light to heavy duty trucks as needed in either a specific or a variety of maintenance, construction, and/or utility tasks. The employee is under the direct supervision of the foreman and under the overall direction of the Bedford County Highway Superintendent. Instructions to the employee are specific however independent judgement is sometimes used to complete assigned tasks. Employee are required to learn routes. In addition employees are required to learn and implement safety procedures and policies. The employee will be required to perform any other tasks as may be required to accomplish the essential functions of the position as directed by the Foreman and/or the Highway Superintendent.

EQUIPMENT JOB LOCATION:

- Work environment involves some exposure to physical risks such as moving mechanical parts which require following basic safety precautions.
- The employee will operate a variety of heavy and light trucks and other equipment.
- The employee will also use a variety of hand tools and small machinery.
- The employee will be exposed to all types of weather with possible exposure to loud noise, dirt, dust, fumes, chemicals, toxic substances, and machinery with moving parts.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- The employee will be required to sit, bend, and stoop. The employee must be able to enter and exit the truck and equipment easily.
- The position requires physical activity that includes but is not limited to lifting, pushing, or pulling of objects over 50 pounds.

- Employee must intermittently sit and stand as a result of continuously getting in and out of vehicles.
- Employee must be able to sit for long periods of time.

ESSENTIAL FUNCTIONS OF THE JOB:

Essential and other important responsibilities and duties may include, but are not limited to the following:

- Oversees that the assigned truck is properly loaded
- Operates the truck to transport items to and/or from specified destinations.
- Properly inspects equipment before use including inspection of the equipment for mechanical problems and informing the Foreman or Highway Superintendent of any issues in a timely manner.
- Loads and/or assist with loading and unloading of trucks that require lifting up to 50 pounds.
- Employee must be reliable at all times.
- Performs additional duties or emergency duties resulting in overtime after normal work hours or assigned shifts when requested by the Foreman, Highway Superintendent, or designee.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

(Any one position may not include all of the listed duties or duties to be assigned and performed by the employee)

- Loads and unloads dirt, gravel, trash, garbage, and other debris.
- May operate moving machinery.
- Learn all assigned routes in a timely manner.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of practices used in the operation of the assigned truck.
- Knowledge of state and county traffic regulations.
- Knowledge of safety precautions.
- Knowledge of the routine care and use of motor vehicles,
- Knowledge of the use of related materials and tools/equipment used in general maintenance and construction work.
- Knowledge of occupational hazards and safety precautions.
- Ability to operate assigned vehicle.
- Ability to execute on simple written and oral instructions.
- Ability to establish and maintain an effective working relationship with other employees.
- Ability to work with machines and sharp tools.
- Ability to bend, crouch, stoop.

QUALIFICATIONS:

- Valid Commercial Operator’s License issued by the State of Tennessee
- CDL-B required, A desired
- Experience in the operation of heavy vehicles
- Minimum of three years’ experience in operating heavy trucks and/or equipment desired
- Must pass physical, drug screen, background check, and MVR inquiry

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of CDL Truck Driver for the Division of Bedford County Highway Department (Full-Time) describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract for employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities, and any subsequent revisions.

Is there anything that would keep you from meeting the essential function of the job as outlined with or without a reasonable accommodation?

Yes _____ No _____

Signature

Date