POSITION: Driver/Operator
DEPARTMENT: Public Works Department
SUPERVISORS: Operations Manager
JOB TITLES SUPERVISED: None

DATE: July 15, 2025
FLSA STATUS: Non-Exempt
UNION: Yes
PAY GRADE: Paygrade corresponds to the Union wage table.

General Statement of Duties

Operates in a skilled manner, automotive and construction equipment in support of work performed by the Public Works Department. Individual performs a variety of manual tasks when necessary and does related work as required.

Distinguishing Features of This Class

An employee of this class is responsible for safe and efficient operation of dump trucks and some other construction equipment used in Public Works activities. The employee may rotate among the various pieces of equipment as the workload of the department changes. When necessary, the individual performs unskilled and semi-skilled labor tasks.

Examples of Work (illustrative only and not all inclusive)

Operates equipment such as dump trucks, sweepers, loaders, compressors, power rollers, compactors, snow plows, sand trucks, boom trucks, and other equipment that is required in Public Works activities.

Operates trucks and equipment during snow plowing and snow removal operations.

- Performs unskilled and semi-skilled labor in connection with various maintenance, construction, and other related Public Works activities.
- Maintains vehicles and equipment in clean condition. Makes minor repairs and adjustments and does necessary service under supervision when required.
- Performs manual labor incidental to operation to which assigned.
- Supervises assigned helpers.
- Operates all equipment in a non-abusive manner.
- Performs all duties as assigned.

Desired knowledge, Skills, and Abilities

- Thorough knowledge of the proper operational use and maintenance of the particular type of equipment to which assigned.
- Considerable knowledge of the occupational hazards and safety precautions necessary in the operation of trucks and equipment.
- Thorough knowledge of traffic laws, ordinances, and regulations involving Public Works equipment.
- Ability to understand and carry out written and oral instructions as well as direct other workers.
- Ability to take the initiative and resolve problems of assigned tasks.

- Ability to establish and maintain an effective working relationship with supervisors, co-workers, Town Officials and the general public.
- Ability to conduct oneself in a positive and courteous manner.
- Ability to make work progress reports.
- Physical ability to work long hours under adverse weather conditions and adverse working conditions.
- Ability to read and interpret plans and blueprints in all phases of construction and maintenance.
- Must possess manipulative skills in the operation of all Public Works equipment.

Acceptable Experience and Training

High School graduate, two years' experience in the operation of trucks and light construction equipment. Must possess a valid Class B CDL issued by the State of Maine, however, a Class A CDL is preferred.

Examples of physical criteria

- The ability to lift 25/50 pounds regularly
- The ability to respond quickly to sounds
- The ability to move safely over uneven terrain or in confined spaces
- The ability to see and respond to dangerous situations
- The ability to safely climb ladders while carrying 40 pounds
- The ability to work in extreme weather
- The ability to wear personal protective gear correctly most of the day

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Town of Lisbon has a similar right.

Submitted by:

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Employee Printed Name/ Signature Date

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Supervisor Printed Name/Signature Date