

TOWNSHIP OF TOMS RIVER

33 Washington Street, P.O. Box 728
Toms River, NJ 08754
732-341-1000



DEPARTMENT OF HUMAN RESOURCES
33 Washington Street
Toms River, New Jersey 08754

Telephone: 732-341-1000, ext. 8262
Fax Number: 732-244-9883

September 21, 2016

(Closing – 4:30 pm, September 28, 2016)
5 Day Posting

TO: To All Departments

**FROM: Daniel T. Mahony, Assistant Business Administrator
Division of Human Resources**

**RE: Positions for Driver Department of Public Works
(Recycling)**

This is to advise the position of Driver is now available in the Department of Public Works. Qualifications for this position are indicated on the following pages. Please note: Candidates for this position must have a current and valid Class A, CDL driver's license. Seniority, discipline and safety records and qualifications, will be considered.

Under the provisions of the existing Teamsters contract, the employer agrees to review applications for promotions from present employees prior to reviewing applications from other than Township employees.

Please post sign-up sheet at Public Works.

DRIVER FOR THE DEPARTMENT OF PUBLIC WORKS – Recycling

NOTE: The definitions and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

1. Ability to read, write and understand English sufficiently to perform the duties of this position.
2. High School diploma or equivalent.
3. Possession of a valid New Jersey articulating driver's license. Must possess a Class A. CDL driver's license with airbrake endorsement.

4. Must demonstrate considerable knowledge of the care, maintenance and competent, safe and efficient operation of trucks and compacting equipment, including cleaning, lubrication, servicing and batteries and care of tires.
5. Must have demonstrated knowledge of minor repair procedures and of the procedures involved in loading, unloading and delivery of difficult kinds of freight and equipment.
6. Ability to operate either supervised or unsupervised, necessary machinery and possess the basic knowledge of the operations and functions of assorted manually operated tools.
7. Must demonstrate the ability to analyze problems involving the operation of trucks to understand, remember and carry out oral and written direction, to learn from explanation and demonstrations, to drive trucks in a skilled and safe manner; to check, clean, service and make minor emergency repairs to trucks to keep necessary records.

JOB FUNCTIONS AND DUTIES

Under the direction from the immediate supervisor, the truck driver undertakes the functions enumerated below:

1. Drives automatic and manual transmission trucks and pick-ups, hauls and delivers materials.
2. Ability of trailer hookup procedures, loading of equipment, tie down and locking procedures.
3. Maintains, checks, cleans, greases and performs minor repairs to all types of trucks.
4. Loads and unloads trucks with or without assistance.
5. When not driving a truck, may be required to do unskilled manual laboring work.
6. Keeps and maintains necessary records. Pre-trip inspections and return of completed paperwork to proper personnel at the end of the workday.
7. Must maintain, demonstrate knowledge of necessary recycling routing and pickup procedures and normal operating procedures of laborers in the crew.
8. Performs other assignments as assigned at the discretion of the employee's immediate supervisor on an as-needed basis as directed by the immediate supervisor.
9. Persons with mental or physical disabilities are eligible as long as they fully disclose their limitation to the Township and they can perform essential functions of the job with reasonable accommodation. Such persons are not eligible if a reasonable accommodation cannot be made without undue hardship to the Township, or if the individual cannot perform the job without posing serious threat of injury to the health and safety of the individual himself/herself, other employees, or the public.

Under the provisions of the present Teamsters Local #97 contract regarding blue-collar worker positions, when promotions to a higher labor grade are in order, the Township shall make such promotions or transfers from among those regular employees of this opening.

Union:	Blue Collar
Grade:	Grade 53 Driver
Salary Range	\$19.83 (new hire) - \$30.95hr
Hours:	40 hours
Account:	W66-101

Application forms are available from the Division of Human Resources, or a copy is available from the Township website at: www.tomsrivertownship.com

**Applications must be filed no later than 4:30 pm, September 28, 2016 with the
Department of Human Resources
33 Washington Street**

*Mailing Address: P.O. Box 728
Toms River, New Jersey 08754-0728*
