



# UMATILLA COUNTY POSITION DESCRIPTION

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Department: Public Works  
Position Title: Maintenance II/Truck Driver (Pendleton Area)  
Employee Name:  
Job Series: Salary Range: RDUN30  
Union Covered: Yes BOLI Exempt: No

## GENERAL DESCRIPTION OF POSITION

**This is primarily a truck driving position dispatched out of the Pendleton shop**

Including but not limited to operation, general maintenance and service of county trucks, pups, trailers and various County equipment. Transporting of equipment, general labor and any other job listed in maintenance I or II positions.

## SUPERVISORY RELATIONSHIPS

This position will report to and operate under the direct supervision of the Pendleton Road Crew Foreman as well as the road crew lead person in charge of the Pendleton area.

## PRINCIPAL DUTIES OF POSITION

**Duties include but are not limited to as follows:**

1. Safe/Controlled operation of trucks and County equipment.
2. General Service and maintenance of assigned equipment.
3. Expedite to the best of his/her ability the earliest possible start time on the project for that day after reporting at the beginning of the shift.
4. Assist and/or perform minor repairs to assigned equipment.
5. Maintain a safe, clean work area, personal and public safety is a priority.
6. Fill in on other crews and jobs when necessary as directed.
7. Establish and maintain a harmonious working relationship with other employees and general public.
8. Work as directed by the immediate supervisor in accordance with the bargaining agreement and County policy.

## OTHER DUTIES OF POSITION

Maintenance II Truck Driver shall also perform other duties and responsibilities as may be assigned by the Public Works Director or a Supervisor.

## REQUIREMENTS FOR POSITION

1. Must possess a high school diploma or equivalent.
2. Must possess a current valid Oregon Commercial Driver's License.

3. Must have considerable knowledge of the tools, equipment, methods, materials and procedures used in road construction and maintenance.
4. The ability to perform strenuous manual tasks and to withstand exposure to variable weather conditions.
5. Must be skilled in operation, maintenance and servicing various types of equipment such as that used by Umatilla County.
6. During emergency situations such as flood or blizzard he/she must be willing to perform the job/task necessary as directed with available equipment during whatever shift or hours necessary.

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Employee's Signature

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Date