



TIKIGAQ Corporation
Office of Human Resources
2809 S. Lynnhaven Road
Suite 200
Virginia Beach, VA 23452
Telephone: 757-408-9811

TRUCK DRIVER	
Approved Date:	
Job Code: #####	FLSA : Non Exempt

JOB SUMMARY: Under general direction of the Project Superintendent, responsible for operating various utility vehicles in a safe and effective manner

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Assures proper maintenance is being done to vehicles and equipment. Ensures trucks are safely and securely stored. Cleans utility trucks as scheduled or required. Compile daily truck reports consisting of logging the application of equipment, mileage and hours spend operating the truck.

Water/Sewage Truck Operator is responsible for the operation of water delivery and sewage collection vehicles. Provide a safe, clean supply of water, and transport and dispose of sewage in an appropriate manner.

Solid Waste Collection Truck Operator is responsible for garbage collection services. Transport and dispose of garbage.

Dump Truck Operator is responsible for the transporting and dumping of loose materials, such as sand, gravel, crushed rock or bituminous paving materials.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of truck and equipment safety
- Knowledge of water delivery procedures
- Knowledge of sewage collection and disposal
- Knowledge of sewage pump out procedures
- Knowledge of garbage collection and disposal procedures
- Knowledge of dump truck operating procedures
- Knowledge of equipment maintenance and storage
- Knowledge or workplace safety requirements and procedures
- Knowledge of record keeping system
- Knowledge of cleaning standards and procedures

- Skill to operate commercial trucks in a safe and responsible manner
- Skill to operate required equipment in a safe and responsible manner
- Skill in Client service and public interaction skills
- Skill in analytical and problem solving
- Skill in decision making
- Skill to effectively listen and speak
- Skill to read and write to record and maintain daily records

- Skill in time management.

MINIMUM QUALIFICATIONS

High school diploma or GED equivalent AND must possess a valid CDL-X issued by the State of Alaska.

PREFERRED EXPERIENCE

Experience in operation of utility trucks.

ADDITIONAL REQUIREMENTS

Be qualified by the Utilities Superintendent/Supervisor to operate any utility vehicles. Required to cross train in the operation and procedures pertaining to; water, sewage, garbage and dump truck. All Utility Truck Operators will switch between vehicles weekly to ensure they remain current and know the routes and procedures for each type of activity.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift a minimum of 40 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.