

# Memo

**Date:** July 19, 2010  
**From:** Don Hopkins, Sanitation Superintendent  
**RE:** Job Opening

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There is an opening in the Beautification Department for a Tractor/Truck Driver. If a current city employee does not fill this position within (10) working days, it will be open to the public on August 3, 2010.

## DEFINITION

Under immediate supervision, is responsible for the operation of light to medium size truck, tractors, and similar equipment. Performs related work as required.

## EXAMPLES OF DUTIES

Operates and does routine maintenance on tractors, small mowers, and other light trucks and equipment; assist in the maintenance of city right of ways and other property by mowing and related work.

## MINIMUM QUALIFICATIONS

### Skills, knowledge, and Abilities

Ability to understand and follow oral and written instructions; learns from on the job training in the use of mechanical equipment.

### Training and Experience

Some experience in operating or driving light construction equipment, trucks, tractors, or related equipment; good driving record. Must have good attendance record.