

# **SOUTH TAHOE REFUSE COMPANY. COLLECTION ROUTE DRIVER**

## **PRIMARY FUNCTION**

Operates collection vehicle in maintenance of route collection service, provides customer service in field, performs and completes related duties, as assigned.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Collection Route Manager and from other management staff. Receives service instructions from dispatcher and office staff, on an as-needed basis. Drivers are responsible for leading route helpers (swampers) on the route, making sure they perform their duties, they work safely and take the mandatory rest breaks and lunch break.

## **ESSENTIAL DUTIES**

The following are essential duties for this position. Duties may include, but are not limited to, the following:

- Operate commercial vehicle and associated loading equipment route and collect and load customer refuse on established collection routes, in a safe and prudent manner and in accordance with operational standards and practices.
- Lead driver is responsible for completion of daily route and associated paperwork and for coordination with other employees assigned to collection route and with office dispatch staff on a daily basis.
- Provide service to customers in a friendly and courteous manner and adjust operations for additions, deletions, and other changes in service.
- Perform daily vehicle pre and post-trip safety checks, report all necessary maintenance and repairs and assure vehicle is greased and cleaned, in accordance with established policies.
- Observe route and facility operations to identify safety concerns, initiate corrective action to resolve immediate problems, recommend solutions for long term safety issues, and report all injuries, regardless of level, to department supervisor.
- Identify, isolate and remove specified materials, such as hazardous and bio-hazard waste, from collected materials, assure correct handling of these materials for appropriate disposal, and log and report location where hazardous and bio-hazard materials were collected, if known.
- Utilize proper safety precautions related to all work performed, maintain compliance with safety procedures, including, but not limited to, personal safety clothing and equipment requirements, traffic and motor vehicle laws and safe practices, lock-out/tag-out procedures, company rules, and reporting of all injuries to self or other employees on truck, including minor level occurrences, to supervisor. Report vehicle accidents to supervisor immediately and follow company procedures.
- Perform related assignments associated with refuse disposal operations.

## **QUALIFICATIONS**

### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills and abilities described below, necessary for satisfactory job performance, such as one year experience operating commercial vehicle equipment. Employee must satisfactorily demonstrate possession of required knowledge, skills and abilities during a prescribed probationary period and must continue to maintain these attributes throughout the duration of employment.

### **SPECIAL REQUIREMENT**

Possess and maintain a valid state commercial driver's license and a good driving record.

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

- Operation of commercial vehicles and related hydraulic loading/unloading equipment;
- Hazards and safety precautions applicable to all job assignments, including, but not limited to, commercial vehicle operation, federal, state, and local motor vehicle laws and rules, mechanized equipment operation, company rules, hazardous and bio-hazardous materials identification and handling, and working in close proximity to machinery and equipment;
- Purposes and uses of a variety of hand tools, power tools and mechanized and motorized equipment;
- Service routes and associated paperwork.

#### **Ability to:**

- Operate a commercial vehicle and hydraulic loading/unloading equipment in a safe and efficient manner; recognize operational deviations;
- Perform heavy physical labor for extended periods of time under difficult climatic conditions;
- Integrate, plan, organize, schedule and complete route activity for most efficient operations, within perimeters set by supervisory staff;
- Perform pre and post-trip vehicle inspections and routine maintenance and cleanup;
- Perform assigned tasks in a safe manner, abide by safety rules, observe and identify safety hazards to self and fellow employees, and effectively resolve safety hazards of an immediate nature;
- Recognize, detect, and report hazardous and bio-hazardous materials;
- Understand and carry out oral and written directions and effectively communicate oral directions to co-workers and information to the public;
- Establish and maintain cooperative relationships with supervisors, assigned employees, other employees, and the public;
- Maintain accurate records and compile and communicate accurate billing information.

### **EXAMPLE OF EQUIPMENT USED**

Operates commercial vehicles and related hydraulic loading/unloading equipment on a daily basis, may operate heavy equipment and drive light trucks on occasion, works in immediate proximity to stationary mechanized and commercial and public vehicles, utilizes power tools and equipment.

### **ENVIRONMENTAL CONDITIONS**

Work is performed both indoors and outdoors in both hot and cold weather under noisy conditions and in heavy traffic. Temperature extremes will vary depending on seasonal exposure. Tasks must be

accomplished during high snowfall accumulations and under related conditions. Both stationary mechanized equipment and heavy motorized equipment and vehicles operate within the base facility on an ongoing basis, creating congested, noisy and dusty conditions.

There is potential for exposure to oily, wet and icy surfaces, gasses, chemical and particulate irritants, airborne pathogens, bio-hazard materials, and hazardous waste materials, such as motor oil, solvents, cleaners, batteries and chemicals. This position involves working closely with others and may include irregular and/or long shifts. Equipment at the job site presents an exposure to moving and vibrating equipment, noise and dust, as well as occasional mechanical and electrical hazard.

Sitting during vehicle operation is required for continuous periods of 2 hours throughout an 8 hour shift. The normal time spent in the performance of tasks without a break is 2 hours, at which time a 15 minute break or half hour lunch period is taken. The lunch period is unpaid. Employees may take it at a convenient location on the day's route without having to clock out and in. The half-hour lunch period will be automatically deducted from each employee's recorded work hours. Safety equipment is available to each employee and its use is mandatory for specific tasks and operations.

## **PHYSICAL DEMANDS**

### **Requirement**

Must meet and maintain qualifications established by the Department of Motor Vehicles for possession of a Class A or Class B license and must pass a pre-employment physical examination by a company physician based on this job description, and subsequent physical evaluations as may be deemed necessary, must pass a pre-employment drug screen and participate in the ongoing company drug testing program.

**Hearing** Normal hearing and ability to speak clearly to communicate with co-workers under active, noisy conditions, and via telephone and radio. Hearing must also be adequate to distinguish direction from which sound emanates.

**Vision** Normal, corrected vision is necessary on a continuous basis for all essential duties.

### **Coordination & Dexterity**

Finger dexterity and arm-hand steadiness to operate commercial vehicle safely and efficiently and to work with power tools and hydraulic equipment. Must have coordination and ability to balance for periods while moving outside of vehicle during collection route and throughout the Transfer Station facility, up and down stairs, through alleyways, over objects and on uneven surfaces. Must be able to bend, stretch and reach on a frequent basis, such as to collect refuse containers, adjust equipment, and enter and exit vehicles and equipment. Must have sufficient range of motion to lift arms to shoulder height, and above and below, for such activities as operating vehicle and equipment controls, covering and uncovering materials, and picking up debris.

### **Physical Strength**

Must have muscle force to lift and carry heavy objects ranging up to 65 pounds and to leverage, push and pull objects ranging up to 1,500 pounds and the trunk strength and stamina for repeated bending, twisting, squatting, pulling, walking and sitting, such as to carry refuse containers up and down stairs, through narrow spaces, and across streets; to operate and drive equipment and to install and adjust tire chains.