



JOB DESCRIPTION FOR:

SOLID WASTE TRANSFER STATION COLLECTION DRIVER

GENERAL PURPOSE:

Duties include residential trash pickup, commercial trash, and green-waste roll-offs. Other duties will include operating scale, operating recycling equipment, truck maintenance, operating conveyor system, trash compactor and other duties as assigned.

SUPERVISION RECEIVED:

Works under the general supervision of the Sanitation Superintendent, Mayor and Town Clerk/Treasurer.

ESSENTIAL FUNCTIONS:

Performs truck inspection daily; checks tires and fluid levels plus a visual inspection of the truck making sure there is no leaks. Makes notes of any trash cans or rings which are broken or missing pieces so they can be fixed. All drivers must complete their routes by 5:00pm at the latest. Must always wear appropriate safety clothing. All Transfer Station employees are required to know how to operate the conveyor system, trash compactor, scale, and recycling equipment. You are also responsible for cleaning the inside of the vehicle weekly, wash vehicle at least once a month, keep track of any service done to the vehicle, and grease vehicles once a week – Wednesday or Saturday.

Additional Support: This position may be required to help with other Town duties as required to maintain Town services.

MINIMUM QUALIFICATIONS:

1. Education Experience:

A. Graduation from high school or GED.

AND

B. Two (2) years of experience performing above related duties.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of the principles and techniques of truck and heavy mechanized equipment operations, hazard and safety standards of truck and heavy equipment operation, maintenance and repair.

Skilled in the operation of trucks and heavy equipment.

Ability to operate trucks and various kinds of heavy equipment; follow instructions, establish effective working relationships with employees.

3. Special Qualifications:

- Must possess and maintain a Wyoming Class "A" Commercial Driver's License (CDL).

4. Work Environment:

Work is typically performed outside, frequently exposed to temperature changes: dust, fumes, and weather conditions. Position requires employee to be punctual and on time. Tasks require a variety of physical activities, involving muscular strain, such as walking, climbing, standing, and heavy lifting and reaching. Monthly schedule will be assigned, working hours will be from 8:00 am to 5:00 pm. Monday through Friday plus some Saturdays.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

Date: _____