

City of Dunedin, Florida
Class Description

Position Title: Lead Solid Waste Driver/Loader
Public Works and Utilities Department
Solid Waste Division

GENERAL STATEMENT OF JOB

Under general supervision and direction, coordinates, monitors, and participates in residential, commercial and recycling services for the safe, daily collection and disposal of City solid waste. Performs related administrative work as required. Reports to the Solid Waste Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Assists the Supervisor with the dispatching and assignment of Solid Waste Driver / Loaders to their respective duties.

Provides leadership by instructing and working alongside Solid Waste employees to ensure daily assignments are completed.

Monitors work continually and makes recommendations to the Supervisor regarding personnel work habits and equipment performance in relation to efficiency, safety, and maintenance of the operations.

Performs all duties in compliance with established policies, procedures, schedules, and standards of safety and quality.

Maintains accurate records of all inventory supply records for the Division's collections database and coordinates those activities with the Division Director.

Identifies and plans deployment for increases / decreases in route volumes, shifting resources in response to seasonal and other fluctuations.

Helps to resolve customer complaints.

Assists with the end-of-day check-in process, capturing and communicating key service, billing, safety, and equipment issues.

Assists in determining daily level of driver staffing to provide the best mix of responsiveness and productivity.

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Operates heavy equipment and trucks as required for the daily collection, transport, and management of solid waste and recyclable materials.

Assigns temporary workers to assist drivers on routes, as needed.

Responds to and assists with cleanup efforts after special events, natural disasters, and storms as directed. Irregular hours maybe involved due to weather, equipment failures, and maintenance of daily schedules.

Keeps supervisor informed of any problems or issues that require immediate attention.

Attends training seminars and meetings as required.

ADDITIONAL JOB FUNCTIONS

Maintains clean and orderly work areas.

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, dispatching crews, typing reports and correspondence.

Operates heavy equipment and commercial (CDL) trucks as required for the daily collection, transport and management of solid waste and recyclable materials; equipment includes a front-end loader, rear loader, roll-off truck, container truck, clam shell truck, pay loader, fork lift, tractor, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED with three years of experience in solid waste, and/or the operation of heavy equipment.

SPECIAL REQUIREMENTS

Must possess a valid Florida Class "B" CDL driver's license with appropriate endorsements, within three months of employment.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Lead Solid Waste Driver/Loader. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to provide assistance to co-workers as required. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to perform job duties in an uncomfortable physical environment as required. Has knowledge of basic mathematics. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to use independent judgment in performing routine tasks. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding, absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified. i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and interdepartmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter-and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

PERFORMANCE APTITUDES

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

Data Utilization: Requires the ability to synthesize, hypothesize and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories, management principles and economic analysis. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budgets, and knows how to prepare and monitor those budgets.

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Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction; requires the ability to apply principles of negotiation, and performs such in formal situations within the context of legal guidelines. Is able to coordinate department activities with other City departments and government / private agencies, in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to supervise, motivate and evaluate the performance of a diverse group of employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, and related computer software.

Verbal Aptitude: Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to apply advanced algebraic / calculus concept and algorithmic / modeling techniques in areas such as engineering design and alternative cost analysis; to use principles of probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or conceptual thinking to determine a wide range of both intellectual and practical relationships. Ability to exercise judgment and make decisions to serve as guides and general directives for an entire organization. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization. Is able to plan detailed and complex programs and activities and implement same. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Must be able to take the initiative to complete all the duties of the position without direct supervision. Has the ability to plan, organize and prioritize daily assignments/ work activities.

ADA Compliance

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Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability. Need good reflexes as well as coordination and judgement for field inspections and studies.

Environmental Factors: Office tasks are regularly performed without exposure to adverse environmental conditions. Some field related activities may require temporary and periodic exposure to adverse environmental conditions.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Paul Stanek

Public Works and Utilities Director

5.6.2021

Date