

City Of Dunedin, Florida
Class Description

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

General Description Of Duties

Under direct supervision, operates solid waste vehicles for the collection and transport of solid waste materials on assigned daily route. Performs related work as required. Reports to the Solid Waste Foreman and Senior Foreman or Division Director of Solid Waste.

Specific Duties And Responsibilities

Examples Of 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 incumbent(s) of any particular position.

Independently drives and operates a solid waste vehicle on assigned residential and/or commercial route.

Collects commercial and/or residential garbage, and yard waste; compacts waste; hauls to and dumps waste in appropriate disposal location.

Performs manual collection of waste materials as required.

Assist other routes as needed to complete daily work.

Performs routine maintenance tasks, including but not limited to repairing, cleaning and painting containers, delivering containers, cleaning areas around collection containers, etc.

Cleans, maintains and makes minor repairs to vehicles, equipment and containers.

Ensures truck is operational, fuels truck, washes, greases, conducts daily pre & post-trip inspections and makes minor repairs and adjustments to assigned equipment; reports necessary maintenance or repair of equipment to Supervisor.

Performs routine housekeeping on assigned equipment.

Performs daily housekeeping by cleaning, organizing and sweeping the Solid Waste yard and recycling drop-off sites.

Uses a variety of hand power tools and operating a forklift in the completion of assigned tasks.

Distributes door hangers and other information as required when issues arise.

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

Performs all duties in accordance with division policies, procedures and safety regulations.

Completes required records and reports with accuracy and in a timely manner.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Receives and responds to public inquiries regarding department activities.

Performs related duties as required.

Minimum Training And Experience

Requires a high school diploma or GED equivalent supplemented by one year of experience in waste collection.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Special Requirements

Must possess a valid Florida Class "B" CDL driver's license with appropriate endorsements.

Performance Aptitudes

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and /or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to comply with specific instructions or orders, and respond to simple requests from others.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to use a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division.

Functional Reasoning: Requires the ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences.

ADA Compliance

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work conditions, typically involving some combination of sitting, standing, walking, climbing, balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, noise extremes, strong odors, smoke/dust/pollen/dirt, machinery hazards, traffic hazards, disease/pathogens, vibrations, etc.

Performance Indicators

Knowledge of Work: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the 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 inter-departmentally.

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.

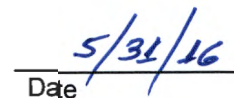
Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends 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.

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.

Approved:


Public Works & Utilities Director


Date