James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: VEHICLE OPERATOR	**CLASS CODE: EQ12**
DEPARTMENT: Solid Waste	**FLSA:** Non-Exempt
REPORTS TO: Solid Waste Operations Supervisor	**PAY GRADE:** 21
SUPERVISES: N/A	**REVISED:** 04/18/2018

PURPOSE AND SCOPE:

Under the direct supervision of the Solid Waste Operations Supervisor, and the limited supervision of the Director of Solid Waste Services, safely operates refuse collection and transport equipment. Follows all the Department Safety Policies, standards, operating guidelines and traffic laws.

This position is designated as Essential in the event the JIPSD's Emergency Operation Plan is activated.

ESSENTIAL FUNCTIONS:

(Total of all Essential Functions Must Equal 100%)

70% Operates a variety of trucks involved in the collection, transportation, and disposal of garbage, leaves, and man-made materials. Transports refuse to County Dump as needed. Engages packing equipment on refuse vehicle. Attends all required Safety meetings and training. Follows all the Department Safety Policies, standards operating guidelines, and traffic laws under the supervision of the Solid Waste Operations Supervisor.

10% Communicates with the Director of Solid Waste Services, Solid Waste Operations Supervisor, other Vehicle Operators, and the main JIPSD complex by radio updating Solid Waste team on route progress, obstacles, and traffic. Calls 911 by phone in the case of emergencies.

10% Ensures route is completed utilizing the team of Collectors assigned to his/her garbage, solid waste, leaf truck, trailer operations, or packer equipment. Follows all JIPSD safety practices under the direction/review of the Solid Waste Operations Supervisor.

5% Assists the Collectors as requested to help meet JIPSD needs in the collection and disposal of trash, garbage, metal, and leaves. Also assists Collectors by performing other functions such as cleaning, fueling and sanitizing vehicle every day.

5% Completes daily maintenance and inspection checklist of each piece of equipment assigned such as checking for leaks, wear, adequate pressure, cleanliness and fluid levels. Turns in daily maintenance and inspection checklist to the Administrative Assistant daily.

100% = Total Essential Functions

MARGINAL FUNCTIONS:

- Determines what will and will not be picked up according to the JIPSD Solid Waste Ordinance and Solid Waste Department policies.
- Performs other duties as required including accessing and checking JIPSD provided E-Mail account.

EQUIPMENT:

Machinery/equipment used to perform Vehicle Operator functions, i.e., garbage, solid waste, metal, and leaf trucks, weight tickets, instruction manuals, work orders, loading charts, hard-hat, steel toe shoes, safety glasses, protective clothing, packer forks, shovels, spades, rakes, brooms, radio transmitter and receiver.

WORKING CONDITIONS:

Working inside vehicle; protection from weather. Subject to temperature changes- variations in temperature which accompany heat. Subject to atmospheric conditions- one or more of the following conditions may affect the respiratory system or the skin: FUMES, ODORS, DUSTS, MISTS, GASES, or POOR VENTILATION.

HAZARDS:

Conditions or situations in which there is risk of danger to life, health, or bodily injury. Includes a variety of physical hazards and conditions, such as performing tasks in inclement weather, proximity to moving mechanical parts, traffic, exposure to toxic chemicals and biological agents, insects, and snakes.

PHYSICAL DEMAND CATEGORY:

MEDIUM. Defined in the Dictionary of Occupational Titles (905.663-010) as jobs requiring Occasional lifting up to 50 lbs., frequent lifts up to 25 lbs., constant lifts up to 10 lbs., and a MET level up to 6.3.

PHYSICAL JOB DEMANDS:

	Not Required	Infrequent	Occasional	Frequent	Constant
		Not on Daily basis	*0-33% of shift, 1-100 repetitions*	*33-66% of shift, 100-500 repetitions*	*67-100% of shift, 500+ repetitions*
Standing			X		
Walking			X		
Lifting		50-100#			
Carrying		50-100#			
Push/Pull		50-100#			
Climbing			X		
Balancing			X		
Bending			X		
Kneeling		X	X		
Crawling	X				
Reaching			X		
Handling					X
Squatting		X			
Sitting					X

See also Physical Requirements for Solid Waste Collector.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the geography of the JIPSD.
- Knowledge of, and the ability to, operate refuse collection equipment.
- Knowledge of safety procedures applicable to refuse collection and the operation of heavy trucks, as well as knowledge of the hazards associated with the operation of equipment used in the collection of garbage, metal, leaves, small limbs, or bulk items.
- Knowledge of South Carolina and federal traffic laws and regulations governing the operation of heavy trucks.
- Knowledge of the US Occupational Safety and Health Administration (OSHA) rules and regulations governing solid waste collection practices.
- Ability to exert up to 50 pounds of force throughout the work day in a variety of weather conditions.
- Ability to deal with stressful driving conditions.
- Ability to understand and follow both oral and written instructions.
- Ability to interact well with the public and with colleagues.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High School Diploma or GED plus one (1) year experience in the operation and maintenance of heavy trucks.
- Must possess a valid South Carolina Class A or B CDL.

Position incumbents must have successfully completed and possess all of the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so will result in termination of employment:

- **NIMS 100PWb**
- **NIMS 700**
- **NIMS 800**

NOTES:

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a meaningful representation but may vary. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All associates entering into this position title on or after the Revised Date above will be required to possess the position requirements as specified on this document. This is not a contract of employment and should not be relied upon as such.

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

Department Head Review	Date 4/24/18
Human Resources Review	Date 4/24/18
DISTRICT MANAGER'S APPROVAL	DATE 4/25/18

I certify that I have received a copy of this Position Description:

Associate's Name – Please Print Legibly

Associate's Signature Date

James Island Public Service District is an Equal Opportunity Employer and Provider, an At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify.