



**JAMES ISLAND PUBLIC SERVICE DISTRICT  
DEPARTMENT OF HUMAN RESOURCES**

**POSITION DESCRIPTION**

<b>CLASS TITLE: VEHICLE OPERATOR</b>	<b>CLASS CODE: EQ12</b>
<b>DEPARTMENT: Solid Waste</b>	<b>FLSA: Non-Exempt</b>
<b>REPORTS TO: Solid Waste Supervisor</b>	<b>PAY GRADE: 04 H</b>
<b>SUPERVISES: N/A</b>	<b>REVISED: 09/01/2012</b>

**PURPOSE AND SCOPE:**

Under the direct supervision of the Solid Waste Supervisor, and the limited supervision of the Solid Waste Superintendent, operates refuse collection and transport equipment.

This position is designated as Key-On-Call in the event that the District's Emergency Operation Plan is activated.

**ESSENTIAL FUNCTIONS:**

(Total of all Essential Functions Must Equal 100%)

- 20% Drives a variety of trucks involved in refuse collection, transportation, and disposal.
- 10% Engages packing equipment on refuse vehicle.
- 10% Communicates with Solid Waste Superintendent, Solid Waste Supervisor, other Vehicle Operators, and the main District complex by radio; communicates by radio with the Fire Dispatcher in the case of emergencies.
- 10% Transports collected refuse to the appropriate disposal site(s) daily.
- 10% Supervises all collectors assigned to his/her garbage, solid waste, metal, or leaf truck; trailer operations, packer equipment use, and safety practices under the direction/review of the Solid Waste Supervisor.
- 10% Assists the Collectors as requested to help meet District needs in the collection and disposal of trash, garbage, metal, and leaves. Also assists Collectors by performing other functions such as cleaning and fueling vehicles.
- 10% Completes daily maintenance and inspection checklist of each piece of equipment assigned such as checking for leaks, wear, adequate pressure, cleanliness and fluid levels; performs wash-down when required.
- 10% Cleans and sanitizes vehicle each day.

10% Attends safety meetings as assigned.

100% = Total Essential Functions

**MARGINAL FUNCTIONS:**

- Determines what will and will not be picked up according to the James Island Public Service District Solid Waste Ordinance and Solid Waste Department policies.
- Performs other duties as required.

**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, steam jenny, 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:

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

See also Physical Requirements for Solid Waste Collector.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the geography of the District.
- 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.

## 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.
- Should possess the following certifications within one year of appointment to this position:
  - FEMA IS-700 NIMS (Introduction)
  - ICS-100 PWA (Introduction/Public Works)

## 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 District policies/procedures and applicable SOGs. All employees entering into this position title on or after September 1, 2010 will be required to possess the position requirements as specified on this document.

## MANAGEMENT REVIEW/APPROVAL SIGNATURES:

Department Head Review	Date <u>08/28/12</u>
<u>Caluso</u> Human Resources Review	Date <u>8/21/12</u>
<u>Ross Wise</u> DISTRICT MANAGER'S APPROVAL	DATE <u>8/21/12</u>

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

Phillip Johnson  
Employee's Name – Please Print Legibly

Phillip Johnson  
Employee's Signature

03-28-13  
Date

*James Island Public Service District is an Equal Opportunity Employer, an At-Will Employer, and a Drug-Free Workplace*