

## TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: DRIVER B**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to drive and operate a variety of solid waste vehicles to collect and transport solid waste, yard debris and recycling materials.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Drives sanitation, recycling, and/or related trucks to collect refuse along a prescribed commercial or residential route to collect, transport, and dispose of solid waste materials; makes frequent stops at appropriate intervals to position truck near refuse containers; ensures secure placement of materials on trucks to prevent shifting/falling; operates packer to compress refuse; maintains the pace of collection in order to ensure timely completion of assigned route; collects missed garbage pickups as needed; delivers waste containers to customers; picks up containers no longer needed; repairs automated waste containers; picks up debris outside of trash containers; secures all doors, gates, and fasteners to prevent spillage or loss of load during transport; dumps material at appropriate location; rakes, sweeps, shovels, and cleans ground around trash disposal areas.

Performs various tasks associated with transfer station operations; coordinates unloading of route trucks at transfer station; loads transfer trailers used to haul solid waste between transfer station and landfill/recycle station; operates compactor to compress waste for optimum transfer and storage; maintains constant awareness of environment to ensure safety of the operator, other crew workers, and the public; maintains records of incoming/outgoing loads of solid waste; cleans and maintains transfer station facilities.

Drives knuckle-boom truck to collect trash, limbs, and other debris from residential routes, work sites, parks, and other Town property and transport it to the landfill; positions vehicle alongside targeted debris; operates truck or trailer mounted knuckle boom arm to pick up debris and load it into the truck; ensures secure placement of materials on trucks to prevent shifting/falling; secures all doors, gates, and fasteners to prevent spillage or loss of load during transport; dumps material at appropriate location.

Gathers equipment, tools, supplies, and materials needed to conduct work activities; initiates requests for new or replacement materials as required.

Performs general/preventive pre and post trip vehicle safety inspections and routine maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning vehicle and equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; monitors traffic conditions surrounding trucks/equipment to identify obstructions, pedestrians, or unsafe traffic conditions; performs driving functions safely and efficiently in various weather conditions; reports any incidents, accidents, problems, or unusual situations.

Prepares or completes various forms, reports, correspondence, logs, or other documents.

Receives various forms, reports, correspondence, lists, route schedules, street maps, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, customers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

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Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in vehicle operation, equipment operation, and work in area of assignment; supplemented by one (1) year of previous experience and/or training involving vehicle operation, job related equipment operation, and work in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Commercial Driver's License (CDL) with Class B endorsement.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures, and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds) ; may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

## APPROVALS

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Molly Mehner, Town Administrator

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Bill Burke, Director Human Resources

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