



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Equipment Operator/Driver	<b>DEPARTMENT:</b>	Operations
<b>REPORTS TO:</b>	Field Supervisor/Operations Manager	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	July 2007	<b>APPROVED DATE:</b>	August 16, 2007
<b>REVISION DATE:</b>	February 2011		

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### **SUMMARY**

Under general direction of the Field Operations Supervisor II, assists in the efficient acceptance and transfer of solid waste services; inspects disposal loads for hazardous materials; operates fork lift and front-end to move materials and load into tractor-trailers; moves trailers, compacts loads and covers trailers with tarps; provides general site clean up; sorts and relocates materials for recycling; opens the transfer station for business and secures and closes the facilities in accordance with operating hours, ensures compliance with safe site and working conditions. Other related duties may be assigned as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates a refuse transfer or roll-off truck to collect a wide variety of containers, bins and/or boxes.
- Operates heavy equipment manipulating materials, such as a grapple and front-end loader.
- Identifies and directs materials for recycling to the proper location in support of diversion goals.
- Ability to recognize hazardous materials or hazardous conditions.
- Ability to load trailers evenly with solid waste for transport to the destination site.
- Ensures legal axle loads on trailers by monitoring loading scales.
- Ensures the safety of self and others during all facility operations by observing safety practices and procedures.
- May answer questions from the public regarding recycling and refuse procedures.
- Conducts daily inspection of vehicles and equipment and reports maintenance required.
- Performs minor preventive maintenance.
- Washes and steam-cleans loader and equipment.
- Prepares basic reports or logs.
- Performs related duties as assigned.
- Attendance and punctuality are essential functions to this position.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

#### ***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence.

Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

#### ***Cost Consciousness***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM QUALIFICATIONS**

One year of experience with heavy equipment operation, truck driving, and ability to conduct maintenance work on specified equipment. Vocational and/or technical training is desirable. Must possess and maintain a valid California Class A driver's license with no major driving citations on record. Must be able to pass a field test to demonstrate skills and abilities related to equipment operation. Employees are subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382.

For the Lead Operator a High School Diploma or GED is required and a minimum of one year of lead/supervisory experience in a similar work environment.

**DESIRABLE EXPERIENCE AND KNOWLEDGE BASE**

- Operation work methods and limitations of a wheeled front-end loader and transfer trailer trucks.
- Occupational safety and health practices related to inspection of solid waste for disposal.
- Applicable disposal policies and procedures.
- Practices and procedures related to the safe handling of hazardous substances.
- Appropriate safety practices such as knowledge of a typical Injury and Illness Prevention Plan.
- Applicable CAL OSHA regulations.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.
- Ability to add, subtract, multiply, and divide.
- Sound customer service practices and procedures.
- Effectively represent Authority policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Skill in reading, understanding, interpreting and applying relevant rules, codes and regulations.

**OTHER QUALIFICATIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to wear personal protective equipment including respirator, dusk mask, ear and eye protection, latex, rubber or leather gloves, hardhat, rain protection, and steel toe boots.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of radiation, explosives, and high noise level. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee

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Date