

## **Bend Garbage & Recycling, High Country Disposal Job Description**

**Job Title:** Driver

**Reports To:** Route Manager

**FLSA Status:** Non-Exempt

**POSITION SUMMARY** Drives front, rear, automated and/or side load single or tandem axle vehicle with automatic or manual transmission with a GVWR of up to 60,000 pounds to service garbage and recycle routes; empties trash cans, drop boxes and/or solid waste containers. All drivers work without direct supervision; they are expected to “think on their feet” and make decisions in compliance with the company policies, procedures and standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Fuels vehicle daily at completion of route, performs pre-trip inspections daily, checking oil and fluid levels.
- Drives designated route within municipality to pick up and load garbage or recyclable material onto vehicle.
- Maneuvers large vehicles in extremely tight locations.
- Maintains constant awareness of unusual hazards.
- Maintains accurate and complete route book.
- Completes haul tickets and required paperwork daily according to procedures.
- Organizes route order in regards to relocations, deliveries, pickup and no returns and disposal of solid waste to maximize the use of the route time.
- Accurately collects COD payments according to procedures.
- Accurately completes daily vehicle inspection reports. Reports all mechanical issues daily or immediately if required.
- Complete truck maintenance and cleaning weekly or as needed, according to procedures.
- Meets route productivity standards.
- Addresses customer concerns in the field, attempting to resolve problems in a professional and polite manner.
- Accurately, completely and consistently documents extra charges.
- Meets route “misses” standards and documents unavoidable misses.
- Operates vehicles and equipment safely.
- Attends staff meetings as requested.
- Complies with company policies, procedures and safety regulations.
- Must have the ability to get along with co-workers.
- Performs other job related duties as assigned.

### **SPECIALIZED DUTIES**

#### **RECYCLE DRIVER**

- Drives from both sides of the truck.
- Distinguishes and separates non-recyclables from recyclables.
- Distinguishes between different recyclable materials.

#### **RESIDENTIAL DRIVER**

- Includes carry out service, walking into service areas on customer property.

- Interacts regularly with customers in a friendly service oriented manner while maintaining route time standards.

### **CHARACTERISTICS**

- Reliable and dependable; follows instructions
- Works cooperatively with other employees, supervisors and dispatch personnel
- Listens actively and communicates openly
- Maintains safety awareness at all times
- Able to learn a geographic area and organize the stops in a time effective manner
- Self starter; maintaining performance standards while working unsupervised
- Flexible with a willingness to assume responsibility for all job tasks
- Excellent attendance
- Maintains a neat and clean appearance, appropriately clothed in uniform

### **SUPERVISORY RESPONSIBILITIES**

None for this position.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Minimum Class B CDL, DOT, Medical card

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or G.E.D.; one to three months related experience and/or training; or equivalent combination of education and experience.

### **REPRESENTATIVE MACHINES, TOOLS, EQUIPMENT AND/OR SOFTWARE USED**

The following machines, tools, equipment and/or software commonly, but not always associated with the performance of this position. Actual machines, tools, equipment and/or software used will vary.

- Basic mechanical hand tools
- Chain and chain locks
- Pressure washer
- Grease gun
- Battery charger
- Portable space heater
- Hydraulic and air over hydraulic jacks and jack stands

### **COMPETENCIES, KNOWLEDGE AND SKILLS**

- Effective interpersonal skills relating to good customer service
- Communicates easily and clearly with co-workers, supervisors and management
- Works toward company goals and understands company/owner objectives

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, maps, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with other employees.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

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 regularly required to sit (while driving), stand, walk, bend and twist from the waist and knees (while loading garbage cans, roll carts and containers), use hands to finger, handle or feel; reach with hands and arms and stoop, kneel, crouch and talk. The employee must frequently lift and/or move 40-60 pounds, up to 200 ft. and push/pull up to 500 pounds, up to 200 ft., moving solid waste containers, garbage cans and roll carts. The employee occasionally crawls, generally under vehicles 2-3 times daily. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The driver positions vary in the amount of physical exertion; the Drop Box Driver position is the least physically demanding and the Recycle Driver position is the most. The % of time sitting varies from approximately 25%-50% and standing or walking from 50%-75%, depending on the type of route and distance between stops. The Drop Box Driver lifts and carries up to 40 pounds as much as 10 times daily and push/pulls the latch on drop boxes (up to 10 times daily) and when opening and closing road gates. The Residential Driver repetitively uses hands and fingers and twists from waist and knees when loading and unloading cans. The Recycle Driver lifts up to 60 pounds regularly and climbs up and down 350-500 times daily. The Drop Box Driver climbs up to 14 ft. on drop box to tarp load up to 10 times daily while the Residential Driver climbs up to 50 stairs at a time, 40-50 times daily and climbs in and out of the truck and up and down hills periodically.

### **WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions and vibration. The employee is occasionally exposed to toxic or caustic chemicals, high, precarious places and extreme heat (non-weather). The noise level in the work environment is sometimes moderate but usually loud.

Note: Position involves early morning 4:00am shift starts in the dark and includes the handling of solid waste materials.

**GENERAL STATEMENT**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required by personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the company.

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President

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Date

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Manager

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Date

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Employee

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Date