

**TITLE:** Primary Roll Off Truck Driver & Fleet/Equipment Maintenance Coordinator

**REPORTS TO:** Field Programs Coordinator

**DATE PREPARED:** 8-February-2006; revised 19-March-2007

**PREPARED BY:** Liz Helrich

**SALARY & CLASSIFICATION:**

**This position is a Grade 4. The salary range as of July 1, 2007 is \$28,114.08 - \$39,359.46. This is a salaried, full time, non-exempt position.**

**SUMMARY:** Coordinates a safe and efficient hauling operation from up to nine solid waste facilities and functions as the primary route driver. Skilled technical and manual operator of heavy vehicles and equipment, including; roll off trucks with a GVW of approximately 60,000 lbs. May include operation of other heavy equipment such as front end loaders. Oversees and coordinates maintenance of three trucks; compactors; and other equipment. Performs general facility maintenance when needed.

**QUALIFICATIONS:**

- Valid State of Vermont "Class A" Commercial Drivers License and clean driving record.
- At least 2 years previous experience in heavy equipment operation and truck driving.
- At least a working knowledge of diesel powered engines and hydraulic operations.
- High school diploma or equivalent. Technical certification(s); college degree; and/or knowledge of solid waste and recycling or similar industry preferred.
- Pre-employment physical required. DOT physical and random drug testing required.
- Ability to read, comprehend and follow both written and verbal instructions in order to implement District policies, procedures and safety measures required.
- Understanding of basic mathematical processes in order to enter data, produce reports, review and verify bills, and handle other transactions as needed.
- Experience and familiarity with computers; knowledge of PC software applications including Microsoft Access preferred.
- Good physical condition and ability to frequently lift 50 lbs. which includes hooking and unhooking roll off containers.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

- Ability to drive a roll off truck and operate heavy equipment.
- Self-directed and demonstrated ability to work independently as well as function well with others as part of a team.
- Functional Capacity Evaluation may be periodically requested.
- Strong organizational and decision-making skills needed.
- Ability to function under pressure and/or weather conditions, and meet deadlines and objectives while maintaining a professional attitude.

**TYPICAL DUTIES:**

- Operates roll off truck, providing timely service to District facilities.
- Performs scheduling duties requiring considerable judgment and understanding of facility operations.
- Coordinates and oversees maintenance of equipment inclusive of maintaining vehicle and equipment maintenance records. Checks vehicles and equipment for proper operation and regularly performs maintenance such as lubrication, checks oil, coolant, and tire pressure.
- Maintains regular contact with the Field Programs Coordinator, Assistant and Field Staff to ensure an efficient hauling schedule.
- Maintains daily records including mileage, hours, and specifics of hauling route such as number of containers hauled from which locations and disposal or processing facilities used.

- Regular interaction with District staff, contractors, and the general public with professionalism, courtesy, and tact.
- Occasional weekend or evening work may be required.
- Maneuvers roll off truck into loading position, raises frame, fasten cable to container box and moves levers to engage cable to raise and lower boxes onto truck bed.
- Swaps roll off containers and transports full containers to disposal/recycling facilities; empties and returns containers.
- Recommends changes to operations to improve effectiveness.
- Attends periodic staff meetings.
- Maintains emergency procedures manual and conducts periodic drills and evaluations.
- Remains familiar with all applicable permits, rules, regulations, safety procedures and codes for operations.
- May be asked to work depot shifts on occasion.
- May be asked to provide courier service between facilities.
- Other work as may be assigned.

**WORKING CONDITIONS:**

- Works in and out of doors in all weather conditions.
- Moderate to strenuous physical effort required.
- Driving up to 40 hours per week.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.