DRIVER

The purpose of this Job Description is to outline the responsibilities of a Truck Driver (including refuse, recycling, roll-off trucks, and transfer trailers) to define the areas of review to be covered during a performance evaluation, and to list the minimum requirements for filling this position.

RESPONSIBILITIES

In summary, the Truck Driver shall report to the Operations Manager of the County in which they work (Recycling Truck Drivers shall also report the Foreman in charge of the site specific Recycling Center and TATS Drivers will report to onsite Foreman) and be responsible for refuse and recycling collection and roll-off pickup on routes as assigned and transfer trailer runs as needed. At the end of the day, drivers should clean the inside of the trucks and should frequently wash the outside of the trucks to always keep them clean and presentable. At times these responsibilities may shift to other NTSWA Waste Management activities, at which time the Truck Driver is expected to fulfill these duties.

SPECIFIC DUTIES

1. Operate trucks in a safe, courteous, and legal manner.
2. Maintain all required vehicle logs
3. Keep equipment clean and appearance neat.
4. Ensure that trucks meet required safety standards before leaving for the day. Trucks must be pre-tripped and post-tripped.
5. Follow dispatch routes and directions. Complete required data on dispatch sheets.
6. Assist laborer with collection of refuse and curbside recycling and roll off pickup and delivery.
7. Collect fees or money due upon delivery of containers or completion of clean-up and turn them into the appropriate person in the office.
8. Delivery, pick-up and emptying of roll-off, rear load containers and trailers.
9. Wear safety vests or other approved outer clothing at all times during waste and recycling collection activities to ensure safety and visibility.
10. Fuel trucks and check oils, coolants and lights at least once per day.
11. Perform truck maintenance; tire changing, oil changing, greasing, light repair and etc. as required.
12. Follow procedures to ensure waste and recycling loads are covered and secured and that appropriate paperwork accompanies each load.
13. Operate truck tractor and trailer combinations for the transportation of equipment, waste and other commodities.
14. Be able to learn and operate the Solid Waste Transfer Stations owned by the NTSWA.
15. Perform laborer duties in the picking up of trash, recyclables and other materials and assist with keeping NTSWA property and buildings clean and presentable.
16. Complete collection activities in a timely and efficient manner.
17. Complete all necessary paperwork keeping routes up to date including proper usage of tablet, including frequent checks throughout the day to include communication with dispatch and refreshing them daily to update the routes as needed. Including proper placement of new stops and pictures of extra picks.

18. Be a professional and courteous agent of the NTSWA in acquiring, maintaining and educating new or potential customers
19. Maintain, wear, and replace when required ALL safety equipment issued by the NTSWA for the carrying out of work responsibilities. These include but are not limited to ear protection, eye protection, dust mask, gloves, ECT.
20. Employees operating company vehicles are required to use onboard camera systems solely for safety, compliance, and operational purposes, and must not tamper with, disable, or misuse the equipment in any way.
21. Adhere to all policies and procedures set forth by the Northern Tier Solid Waste Facility including the Code of Employee Conduct and Code of Ethics and in the employee handbook.
22. Other duties as assigned by Operations Manager, Assistant Operations Manager, and/ or the Executive Director.

QUALIFICATIONS AND REQUIREMENTS

1. Have a High School diploma or equivalent-Preferred. At minimum ability to read and write to perform job tasks satisfactorily.
2. Pennsylvania Class B driver's license with air brakes, Class A driver's license preferred.
3. Must be able to maintain licensing requirements.
4. Must have current Federal DOT Medical approval and be able to maintain it.
5. Must meet pre-employment MVR check in accordance to NTSWA policy and annually thereafter.
6. Must pass pre-employment drug/alcohol testing and participate in random, reasonable suspicion, and post-accident drug/ alcohol testing as required by the NTSWA policy and applicable Federal Motor Carrier Laws.
7. Knowledge of PA DEP solid waste rules and regulations or at minimum ability to learn them.
8. Requires medium to heavy physical strength and must be in good physical condition, able to work in all types of weather conditions, odorous environments and rigorous physical labor conditions including lifting up to 70 pounds.
9. Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination with occasional lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching. Employees must be able to pull themselves in and out of trucks frequently throughout the day and be able to tarp their loads as required.
10. Ability and willingness to be open to change and offer constructive feedback.
11. Be a reliable and conscientious employee.
12. Ability to communicate effectively both verbally and in writing and work as part of a team.

Date Reviewed with employee: _____
Employee Signature: _____
Foreman Signature: _____

** At will employment status: This job description is not intended in any way to create, and does not create, a durational term of employment or an employment contract, express or implied, between the employee and the Northern Tier Solid Waste Authority. Nor does it limit or restrict NTSWA with respect to the creation or termination of relationships with its employees. As an employee-at-will, employment with NTSWA may be terminated at any time, with or without cause and without notice by the employee or the NTSWA.
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