



City of Milford
Public Works
Solid Waste Operator/Collector
Pay Grade: 04

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: One year of driving with a CDL class B license. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 Training. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum). Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history. Three (3) years of experience preferred in operation of solid waste collection equipment and six (6) months experience in performing heavy physical work, or an equivalent combination of training and experience. Good driving record required to retain position. All motor vehicle violations will be reported to supervisor immediately. Safety sensitive positions may be subject to random drug and alcohol testing according to City policy. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with supervisor, co-workers and customers.

Minimum Education Requirements: High school diploma or equivalent. Class B CDL License.

Direct Supervisor: Supervisor, Solid Waste and Facilities and Supervisor, Streets and Utilities

Supervisory Responsibility: None

Primary Work Location: In/around the city with possible exposure to extreme environments, with reporting at the Public Works facility.

Job Summary: Performs skilled work driving a truck and related functions, for the duties in the collection of solid waste and recyclables.

The Solid Waste Operator/Collector shall utilize sound judgment and acceptable performance levels. The Solid Waste Operator/Collector shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Solid Waste Operator/Collector shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding this position or to limit the nature and extent of assignments a person may be given.

Supervision Received: Work is performed under the general supervision of the Supervisor, Solid Waste and Facilities and Supervisor, Streets and Utilities.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Operates various mechanisms for functions such as lifting, loading, and unloading refuse from residential and commercial locations; performs physical task relating to loading material into designated hoppers.



City of Milford
Public Works
Solid Waste Operator/Collector
Pay Grade: 04

- B. Operates vehicle radio utilizing standard operating procedures.
- C. Responsible for proper operations, cleaning, and minor maintenance of trucks and equipment; may oversee activities of collectors when assigned to the truck.
- D. Drives vehicles to unloading sites and operates mechanisms to unload materials.
- E. Educates citizens on current collection procedures for fully automated refuse collection systems; provides information regarding schedules and updates of service.
- F. Reports violations of refuse collection regulations to supervisor; makes special runs as assigned in attending to resolve complaints.
- G. Ensures proper safety inspection is performed on all assigned vehicles before operating.
- H. Safely performs pre-and post-trip vehicles inspections to ensure vehicle is properly equipped, serviced, and cleaned; performs routine and minor maintenance such as checking tire pressure, motor oil, fuel, hydraulic oil, etc.; completes daily vehicle inspection reports and indicates maintenance requirements for immediate attention at the beginning, during, and the end of each shift; completes daily collection route information and time reports.
- I. Assist in various duties after hours as required, including snow removal and debris clean up resulting from weather events, special events, sewer back-ups, water leaks, etc.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles of routing
- Operation of packer type refuse collection trucks with hydraulic packing equipment
- Operations and maintenance of solid waste collection equipment.
- Traffic laws and regulations regarding heavy duty equipment operation.
- Occupational hazard and appropriate safety precautions.

Skills

- Communication- able to understand written and oral communication.
- Time management.
- Judgement and decision making.
- Safe operation and maintenance of any assigned equipment.

Abilities

- Understand and follow specific oral and written instructions.
- Evaluate needed repairs and make minor operating adjustments to equipment.
- Prepare and maintain routine records and reports of activities.
- Establish and maintain effective working relationships with co-workers, the public, and others.
- Read maps and navigate streets safely and effectively.



City of Milford
Public Works
Solid Waste Operator/Collector
Pay Grade: 04

- Understand and abide by all safety rules.
- Stand and walk for extended periods of time at a moderate pace.
- Step up and down from a high vehicle.
- Perform work requiring physical strength, with ability to lift a minimum of 80 pounds and endurance in all types of weather.
- Manually or mechanically operate dumping procedures.
- Pull large containers.
- Work with only moderate supervision.



City of Milford
Public Works
Solid Waste Operator/Collector
Pay Grade: 04

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Head _____

Employee _____

Director of Human Resources _____