



Truck Driver Job Description

PURPOSE OF THE POSITION

Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.

The Truck Driver is responsible for collection services to ensure that collected material is transported and disposed of in an appropriate and timely manner. Truck drivers will be given daily assignments and must communicate continuously throughout the day with their supervisor regarding location, assignment status and further direction. Truck drivers are expected to assist the company with all aspects of daily assignments and understand that work loads will vary from day to day as will completion times. It is the intent of Compost Connection's Management Staff to have all assigned tasks to be completed within an 8 hour day but cannot always guarantee timelines due to seasonal and last minute obligations.

SCOPE

The way that the position contributes to and impacts on the organization.

The Truck Driver is responsible for operating all commercial vehicles in the fleet in a safe and appropriate manner. He/she must conduct all activities per the delivery and collection schedule and all relevant policies and procedures. The Truck Driver must also clean, maintain and secure all equipment as directed by legislation, policies, and procedures.

The Truck Driver must also deal with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The Truck Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

The proper disposal of material is vital to the health and well-being of residents and the community. Failure to provide adequate services will jeopardize the health of the community. Failure to deal with residents and the public in a courteous and respectful manner will lead to and complaints raised about services. Failure to safely operate trucks and equipment may lead to injury and possibly loss of life.

RESPONSIBILITIES

Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.

Operate trucks in a safe and effective manner to minimize the risk of injury, property damage or loss of life

Main Activities

- Operate all equipment in a safe and efficient way per all relevant legislation, policies & procedures
- Perform daily safety and maintenance checks
- Clean trucks as scheduled and/or required
- Ensure trucks and equipment are safely and securely stored
- Advise Supervisors of any requirements for maintenance or repairs
- Participate in routine maintenance
- Practice workplace safety

- Collect material from customers, businesses, and other facilities as per schedule to ensure material is removed, transported, and disposed of per set policies and procedures
- Maintain daily records of pick-ups
- Pick up materials in other areas as required
- Dispose of materials per set policies and procedures
- Perform other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

The knowledge, skills and attitudes required for satisfactory job performance

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of truck and equipment safety
- Knowledge of recycling truck and equipment operation
- Knowledge of the Kansas City Metropolitan area and surrounding cities
- Ability to read a map and navigate to your destination

Skills

The incumbent must demonstrate the following skills:

- Ability to operate single and double axel trucks in a safe and responsible manner
- Ability to operate required equipment in a safe and responsible manner
- Client service and public interaction skills
- Team building skills
- Analytical and problem solving skills

Personal Attributes

Knowledge of recycling collection and disposal procedures – know the rules and guidelines of the assigned routes

- Knowledge of scheduling system and procedures
- Knowledge of record keeping system – accurately complete all paperwork
- Knowledge of equipment
- The incumbent must demonstrate the following personal attributes:
- Be honest and trustworthy

- Be respectful
- Be flexible
- Demonstrate sound work ethics
- Deal with the public in a positive, courteous, and respectful manner
- Possess cultural sensitivity awareness
- The Truck Driver is required to have, as a minimum, a clean Class B driver's license with air brakes certification
- Cleaning procedures, standards and, decision making skills
- Effective verbal and listening, communications skills, ability to communicate, effectively in English the ability to read and write to record, pickups and maintain daily records, stress management skills, time management skills

Working Conditions

The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

Physical Demands

The nature of physical effort leading to physical fatigue

The Truck Driver has a physically strenuous and demanding job. He/she will be lifting, pulling, and managing heavy equipment and objects. The Driver must work in all weather, and must be prepared for both extreme heat and cold. As the Driver is handling materials he/she must ensure that all activities are completed in a safe and efficient way by wearing all the proper PPE (Personal Protection Equipment).

Environmental Conditions

The nature of adverse environmental conditions affecting the incumbent.

The Truck Driver must work outside in all different weather conditions including extreme cold and extreme heat. The Truck Driver is constantly exposed to unpleasant sights and smells. Driver must make sure that all personnel protection to eyes, nose and skin from irritation and infection by wearing proper personal protection equipment.

Sensory Demands

The nature of demands on the incumbent's senses

The Truck Driver is constantly exposed to unpleasant sights and smells. Driver must make sure that all personnel protect eyes, nose and skin from irritation and infection by wearing proper personal protection equipment.

Mental Demands

Conditions that may lead to mental or emotional fatigue

The Driver must make all collections and deposits as scheduled to ensure effective and efficient service to all residences, businesses, and facilities. The Truck Driver must work independently and is expected to maintain a schedule of delivery, collection, and disposal. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

I certify that I have read and understand the responsibilities assigned to this position and can following the rules and responsibilities of the position.

Employee Signature _____

Employee Printed Name _____

Dated _____

Reviewing Supervisor _____

Position Hired For: _____ Salary \$ _____ per hour

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