



Solid Waste Transfer Station Collection Driver

Town of Wheatland

GENERAL PURPOSE

This position is responsible for residential trash pickup, commercial trash, and green-waste roll-offs. Other duties will include operating scale, operating recycling equipment, truck maintenance, operating conveyor system, trash compactor and other duties as assigned.

SUPERVISION RECEIVED

This position will be under the supervision of the Sanitation Superintendent, Mayor and Town Clerk/Treasurer.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

- Trash collection
- Green waste disposal
- Perform truck inspection daily
- Check tires, fluid levels, and perform a visual inspection of the truck checking for leaks
- Make note of any trash cans or rings in need of repair
- Complete route by 4:00pm at the latest
- Wear appropriate safety clothing
- All Transfer Station employees are required to know how to operate the conveyor system, trash compactor, scale, and recycling equipment
- Clean the inside of the vehicle daily
- Wash and grease vehicle at least once a week
- Inform supervisor of any services needed to any of the Transfer Station vehicles

KNOWLEDGE AND SKILLS

- Considerable knowledge of the principles and techniques of truck and heavy mechanized equipment operations, hazard and safety standards of truck and heavy equipment operation, maintenance and repair.
- Ability to operate trucks and various kinds of heavy equipment; follow instructions, establish effective working relationships with employees.
- Skilled in the operation of trucks and heavy equipment.

- Ability to work with time constraints and deadlines
- Ability to communicate and problem solve
- Ability to work with difficult people
- Public Relations/customer service skills

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Wyoming Class “B” Commercial Driver’s License (CDL)

WORK ENVIRONMENT

- All employees, for the first six months of their employment, will be on probationary status and can be extended at the discretion of the Mayor and/or the Town Clerk.
- Work is typically performed outside, frequently exposed to temperature changes: dust, fumes, and weather conditions
- Position requires employee to be punctual and on time
- Tasks require a variety of physical activities, involving muscular strain, such as walking, climbing, standing, and heavy lifting and reaching
- Monthly schedule will be assigned, working hours will be from 7:30 am to 4:30 pm. Monday through Friday. Some Saturdays will be required

As a Town of Wheatland employee, you will be required to complete other duties as assigned.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

Date: _____