POSITION DESCRIPTION

Solid Waste Operator/Driver

COUNTY OF WASHINGTON, VIRGINIA

The following is excerpted from Section 2.3 of the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

2.3 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

SOLID WASTE OPERATOR/DRIVER

General Description of Responsibilities:

Under the direction of the Solid Waste Manager and occasional supervision of the Solid Waste Supervisor, assist with the operation of the County Solid Waste Transfer Station and related facilities. Operates appropriate equipment necessary for solid waste disposal operations. Also operates heavy trucks in the transport of the County's solid waste. Problems encountered are usually of a simple or routine nature. Work is performed under direct supervision and prescribed routine with modest latitude for the exercise of independent judgment and action. Work is performed both indoors and outdoors and may involve moderate physical effort.

Examples of Work:

1. Operate heavy or light equipment and vehicles to support the solid waste disposal operations, primarily front-end loaders, dump trucks, small tractor-mowers, chippers, automatic leaf loaders, sprinkler trucks, snow plows, and other assorted tools and equipment associated with performance of job duties.

2. Drive various departmental vehicles on public highways to transport solid waste from designated collection sites as assigned. Drive roll-off trucks to County Convenience Stations to collect and transport deposited solid waste. Transport solid waste to County Solid Waste Transfer Station or other location as directed.

3. Maintain and clean departmental trucks for which personal responsibility has been assigned. Wash, clean, grease, and fuel all vehicles operated or as assigned.

4. Assists with grounds-keeping work on property assigned to the Department of Solid Waste. Mow and rake grass, sweep, pick up and deposit trash; and collect, deposit, and dispose of yard debris. Operate mowers, chippers, automatic leaf loaders, tractor-mower machines, small tractors, sprinkler trucks, dozer/backhoes, snow plows, dump trucks, and other assorted tools and equipment associated with grounds work as assigned. Assist in minor repairs to departmental equipment.

5. Clean departmental offices and facilities. Assist in minor repairs to departmental facilities.

6. Operate County Convenience Stations when necessary and assigned.

7. Weigh trucks at the Transfer Station using computerized system when necessary and assigned. Verify and establish accounts for weigh station customers; collect money and disburse receipts. Run reports at the end of the day on weight of solid waste and

money collected.

8. Answer telephone located in Transfer Station office facilities on an occasional basis. Assist approved facilities users by answering questions or directing them to appropriate County personnel.

9. Perform other duties as required.

Employees Directly Supervised:

N/A

Qualifications:

Education and Experience:

Education and experience equivalent to graduation from high school and experience in the operation of specified equipment and motor vehicles. Must possess a valid Virginia commercial driver's license with at least three (3) years of experience in the operation of large transport motor vehicles.

Knowledge, Skills, and Abilities:

Must be capable of performing work requiring moderate physical effort. General knowledge and demonstrated ability to operate specified equipment and vehicles used in the department's solid waste disposal operations, preferably including computer equipment. General knowledge of the operation of large vehicles and light equipment. General knowledge of safety rules and regulations governing the operation of motor vehicles on public highways. General knowledge of accident prevention techniques and practices. Ability to follow exactly oral and written instructions. Ability to communicate with the public.

Position Description First Approved and Adopted: 1996
Latest Revision: 1997

Position Class:	Assistant/Operator/Technician	**Status:**	Permanent/full-time
FLSA Status	Non-exempt	**Initial Starting Salary Range:** $18,000 - $21,500	