

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION



Position Description:

Job Title: Operator/Driver

Department: Solid Waste

Supervised by: Director of Solid Waste

Revised Date: July 1, 2011

Title: Operator/Driver

Department/Division: Solid Waste/County Administration

Nature of Work:

- Assists with the operation of the County Solid Waste Transfer Station and related facilities. Operates heavy trucks and the appropriate equipment necessary for solid waste disposal operations and transport. Work is performed both indoors and outdoors and may involve moderate physical effort.

Essential Duties:

- Operates Heavy & Light Equipment and Vehicles: Operates vehicles and equipment to support the solid waste disposal operation such as front-end loaders; dump trucks; small tractor-movers; chippers; leaf loaders; sprinkler trucks; snow plows and other tools and equipment as needed.
- Collects & Transports Solid Waste: Drives various vehicles to transport solid waste from designated collection sites and County Convenience Stations. Transports solid waste to County Solid Waste Transfer Station as directed.
- Maintains & Cleans Departmental Trucks: Takes personal responsibility to see that the department trucks are washed, cleaned, greased and fueled as assigned.
- Assists with Grounds-Keeping: Assists with grounds-keeping on property assigned to the Department of Solid Waste to include mowing; trash deposit; operating small equipment and other assorted tools associated with grounds work.
- Transfer Station Verification & Reports: Weights trucks using computerized system to verify and establish accounts for weight station customers. Collects money, disburses receipts and runs reports at the end of the day.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Solid Waste Department.
- Operates County Convenience Stations: Operates County Convenience Stations as assigned.

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- Maintains Departmental Offices & Facilities: Cleans and assists in minor repairs to department facilities as needed.
- Perform other Duties as Required.

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of the operations for large and small equipment and vehicles.
- General knowledge of computer equipment.
- Education and experience equivalent to graduation from high school.
- Must be capable of performing work requiring moderate physical effort.
- General knowledge of safety prevention techniques and practices.

Job Location and Conditions:

- Work is performed both in the outdoors and indoors at various locations. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone, calculator and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift 50 pounds, minimum 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.

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- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and operate vehicles.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid commercial driver's license with at least (3) years experience in the operation of large transport motor vehicles.
- Will have periodic driving record checks done.

This is a **Safety-Sensitive** position.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

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. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.