

Windham Solid Waste Management District

ROLL-OFF TRUCK DRIVER

JOB DESCRIPTION

POSITION SUMMARY: The roll-off truck driver is responsible for skilled operation of heavy vehicles and equipment, primarily roll-off trucks.

ESSENTIAL DUTIES & RESPONSIBILITIES:

This position requires the employee to:

- 1) Operate roll-off truck, providing timely service in collecting, transporting, and emptying roll-off containers. Sweeping interior of roll-offs as needed.
- 2) Develop a daily roll-off service schedule and keeps in contact with facility operators on an as-needed basis.
- 3) Check vehicles and equipment prior to use for proper operation. Regularly performs all prescribed maintenance such as lubrication, oil, coolant, and tire pressure. Identify and report problems to executive director.
- 4) Maintain vehicle and equipment maintenance logbooks.
- 5) Maintain daily record keeping system. Track mileage, hours and contents for each pull at each site.
- 6) When not driving truck, conduct other duties of Transfer Station Operator as needed. (See page 3 for job description)
- 7) Perform all other work as assigned.

JOB SPECIFICATIONS:

- 1) Education/Experience: High school education or GED. Previous experience in truck driving or heavy equipment operation required. Minimum of a valid Class B Commercial Drivers License with air brake endorsement required, Class A CDL preferred.
- 2) Knowledge, Abilities, and Skills:
 - a) Ability to drive a roll-off truck and operate heavy equipment.
 - b) Ability to maneuver roll-off truck into loading position, load and unload roll-off boxes.

- c) Ability to function under pressure and meet deadlines while maintaining a polite and helpful attitude.
- d) Working knowledge of basic preventative maintenance on vehicles.
- e) Ability to follow safe driving and safe working procedures.
- f) Understanding of diesel-powered engines and hydraulic operations.
- g) Ability to work independently.
- h) When communicating with other District staff, the general public, and haulers and transporters, use courtesy and tact.

WORKING CONDITIONS: Non-office environment. Mostly outdoor working environment in all weather conditions; frequently lifting over 50 lbs. .

HOURS: Part to full-time, depending on hours. Work days are Monday-Friday. Saturdays could be for yard trucking on an as-needed basis.

BENEFITS: Employee benefits per the District Personnel Policy are only available for 30+ hrs.

CLASSIFICATION: Hourly.

SUPERVISOR: Executive Director

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and abilities required to perform this job.

Roll-off Truck Driver

PART-TIME TRANSFER STATION ATTENDANT

POSITION DESCRIPTION

POSITION SUMMARY: The Transfer Station Attendant is responsible for all aspects of the operation of the Transfer Station including greeting customers, assisting customers with utilizing the transfer station and recycling facilities. The attendant is expected to properly organize and store all materials and oversee the maintenance program for all Windham Solid Waste Management District (the "District") equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

This position requires the employee(s) to:

- 1) Answer public inquiries and provide general information about the District's facilities and programs.
- 2) Demonstrate courtesy and tact when interacting with the public and work cooperatively with other operations on the property.
- 3) Inspect each load of materials to determine proper fees and disposal location.
- 4) Operate trash compactor, clean up the "hill", push recycling boxes back, clean up compost drop-off area and maintain oil shed tubs. Operate the oil filter crusher and keep the pole barn area clean and neat.
- 5) Schedule the collection of all waste and materials generated at the Transfer Station.
- 6) Prepare, organize, and package special wastes, including oil filters, paint, electronics, sharps, and other materials as required, utilizing appropriate equipment to do so.
- 7) Assist customers with processing universal waste into proper containment units, collect and package universal waste for proper disposal.
- 8) Maintain buildings and grounds in a clean and litter-free condition.
- 9) Bag compost & topsoil mix as needed for resale.
- 10) Plow and shovel snow, and sand roadways and parking lot as needed.
- 11) Perform other work as directed in Transfer Station.