

City of Valparaiso Job Description – Sanitation Driver Trainee

POSITION TITLE: Sanitation Driver Trainee
DEPARTMENT: Public Works
DIVISION: Sanitation
REPORTS TO: Sanitation Supervisor
DEPARTMENT HEAD: Public Works Director
STATUS: Non-exempt
LAST REVISION: March 2022
SALARY GRADE: 03

POSITION PURPOSE/SUMMARY

Under direct supervision, performs heavy manual labor in collection of garbage, trash and yard debris.

ESSENTIAL JOB FUNCTIONS

1. SANITATION OPERATIONS:
 - 1:1 Manually and mechanically picks up garbage, trash and yard debris.
 - 1:2 Completes designated/assigned route in a safe and efficient manner.
 - 1:3 Ensures safe practices are incorporated in all activities performed.
 - 1:4 Assists Driver and Foreman as required in daily operations.
2. OPERATES AND MAINTAINS HAND AND POWER TOOLS IN A SAFE AND EFFECTIVE MANNER
 - 2:1 Performs hand/power tool operations for various tools such as: shovels, rakes, chain saws, pitch forks, etc.
 - 2:2 Performs preventive maintenance on tools prior to performing assigned duties to include, but not limited to safety equipment check and appropriate pre-operation maintenance.
 - 2:3 Ensures safe practices are incorporated in all activities performed.
3. INTERNAL AND EXTERNAL COMMUNICATION
 - 3:1 Responds to citizen and internal inquiries and complaints in a timely and courteous manner by referring to appropriate personnel.
 - 3:2 Remains diplomatic and is effective in dealing with customers in a variety of situations.
4. PERFORMS VARIOUS CLERICAL DUTIES
 - 4:1 Completes and delivers door hangers to customers.
 - 4:2 Completes daily time sheets.
 - 4:3 Completes various forms such as vacation request, absence slip, etc.
5. PERFORMS ALL OTHER DUTIES AS ASSIGNED

QUALIFICATIONS (minimum and preferred)

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of operation, maintenance, capabilities, limitations and safety aspects of refuse collection vehicle.
- Ability to understand and comply with oral and written instructions/communications.
- Ability to read street and traffic signs and comprehend geographical locations.

EDUCATION

High school diploma or GED equivalency required.
Vocational/specialized training in heavy equipment desirable.

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EXPERIENCE

At least six months experience in sanitation is preferred.

At least six months experience in heavy equipment operation is preferred.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

LICENSURE

Valid Florida Driver's License, class "E" required.

Must obtain CDL "B" with air brake endorsement within 6 months of employment.

PERSONAL PROTECTIVE EQUIPMENT

Safety "steel toed" shoes, ears/eyes/noise protection, gloves, vest, hard hat. Additional specialized equipment also provided as needed.

EQUIPMENT, MACHINES AND TOOLS USED

Motor vehicle operations, basic and specialized machinery operations, light and heavy equipment operations, hand and power tools may be required.

ADMINISTRATIVE SKILLS

General Office Skills: Maintain various logs and reports.
 Complete and deliver written communication to customers.

Communication Skills: Effectively communicate both orally and in writing with supervisors and co-workers.
 Effectively communicate with public.

WORKING CONDITIONS

Subject to hazards of flammable, explosive gases.

Subject to burns and cuts.

Subject to injury from moving parts of equipment.

Works in precarious or remote locations.

Contact with persons under a wide variety of circumstances.

Subject to many interruptions.

Subject to irregular hours.

Subject to hazards of high voltage equipment.

Requires judgment/action which could result in injury or death of a person.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical power equipment.

Exposed to housekeeping/cleaning agents/chemicals/medical waste.

May be exposed to the risk of blood borne diseases.

Exposed to hot or noisy equipment.

Exposed to hot and humid work environment.

Exposed to heat, wetness, cold and odors.

Temperature changes: variations in temperature from hot to cold.

Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.

May be exposed to extremes of heat and cold in all weather conditions.

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The work conditions/environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		X		
Stand			X	
Walk			X	
Bend			X	
Squat			X	
Crawl			X	
Reach above shoulder level			X	
Crouch			X	
Balance			X	

JOB REQUIRES COORDINATION FOR REPETATIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			X	
Left			X	
In firm grasping: Right			X	
Left			X	
In fine manipulating: Right			X	
Left			X	
In operating foot controls: Right			X	
Left			X	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
45 to 100 pounds		X		
Up to 45 pounds			X	

LOCATION:

A majority of the work duties are performed mainly throughout the city while in and around a garbage truck.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name