

**PAY:18.38**  
**FLSA: Non-exempt**  
**GRADE:111**

**LAURENS COUNTY, SOUTH CAROLINA**  
**JOB DESCRIPTION**

**JOB TITLE: CDL DRIVER "A"/ EQUIPMENT OPERATOR (SOLID WASTE)**  
**PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under minimal supervision, operates and maintains trucks and other equipment in support of the daily operations of the Solid Waste-Recycling Division. Work involves loading, transporting and unloading materials and equipment; assisting with basic landfill and collection site maintenance; performing equipment maintenance and repair, and performing related duties as assigned. Reports to the Landfill Foreman.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Duties include but are not limited to the following: Load trailers to trucks and haul **waste** to landfill approximately four times daily or as needed. Maintain cleanliness of equipment and notify Foreman when maintenance is due or when problems arise. Trains on other equipment and performs other department general or specialized functions.

Drives and operates roll-off trucks and other trucks, track hoe, bulldozer, woodchipper, pan, compactor, bobcat, mowers, weed eater, etc.

Manually loads/unloads materials onto vehicles.

Repairs collection containers, fences, gates and other items as required; performs general grounds and building maintenance work as required.

Assists with landfill operations, including separating recyclable materials and operating weight scale.

Uses hand and power tools, mechanic's tools, pallets, safety gear, cleaning supplies, etc., in various tasks as required.

Receives and responds to inquiries and requests for assistance in areas of responsibility.

Performs all duties in accordance with applicable policies, procedures, laws, regulations, and standards of quality and safety.

Refers to policy and procedure manuals, equipment manuals, safety manuals, run lists, etc.

Interacts and communicates with the supervisor, co-workers, other County staff, and the general public.

Attends meetings and training as required to enhance job knowledge and skills.

## CDL DRIVER/MECHANIC

### **ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent. Must possess a valid state CDL Class "A" driver's license. Must be twenty-one (21) years of age.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires medium work that involves walking, standing, stooping, stretching or lifting most of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, and considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of technical documents and reports. Requires the ability to prepare routine records and reports with proper format. Has the ability to speak before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand technical principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

## COL DRIVER/MECHANIC

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instruction. Must be able to communicate effectively using automotive mechanics terminology.

**Numeric Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes in using shop equipment to operate motor vehicles and light/heavy equipment.

**Manual Dexterity:** Requires the ability to handle a variety of control knobs, switches, tools, power equipment, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the County as they pertain to the performance of duties of the CDL Driver/Mechanic. Has knowledge of the organization of the County. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to help ensure safe, reliable transportation and equipment operations for County employees. Is able to effectively troubleshoot, diagnose and perform maintenance and repairs of vehicles and equipment. Is able to respond promptly to breakdowns and resolve mechanical difficulties. Is able to operate and maintain vehicles and equipment with skill and safety; is able to use and operate assigned tools and equipment with skill and safety. Has knowledge of and the ability to assist with daily County landfill and rural collection activities, including performing manual labor and providing customer service as required. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Is able to prepare written and oral reports in a concise, clear and effective manner, is able to prepare and maintain accurate and up-to-date vehicle and equipment maintenance records. Has knowledge of the terminology used within the department. Has the mathematical ability to handle required calculations. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of applicable occupational hazards and safety precautions. Is able to work effectively despite exposure to heat/cold, odors, toxic agents/hazardous materials, disease/pathogens, noise, wetness, humidity, electric currents, machinery hazards, dusts, vibrations, working around machinery and in high traffic areas, etc.

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**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to the County Council with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

## CDL DRIVER/MECHANIC

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.