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**Title:**

*Driver*

**Level:**

*1*

**FLSA Status:**

*Non-exempt*

**Division:**

*Solid Waste*

**Department/Location:**

*Collections/Recycling Center*

**Employment Status:**

*Regular Full Time*

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**SUMMARY**

This position reports to a Group Leader. The position is responsible for the safe and proper pick up, hauling, and delivery of waste and recyclable materials. The work schedule will average 40 plus hours per week.

**RESPONSIBILITIES**

- Be fully prepared to start work at designated start time.
- Be in uniform at all times during work hours.
- Willingness to work flexible hours, including mandatory overtime.
- Place collection receptacles at curbside. (Off of the street). Ensure assigned handlers/laborers comply as well.
- Ensure the safe operation and maintenance of assigned vehicle and/or handler/laborer(s).
- Instruct handler/laborer to exit vehicle to assist in backing up vehicle and navigating difficult passes.
- Confirm handler/laborer is utilizing all safety equipment; uniform, safety glasses and shoes, no hearing devices.
- Supervise/direct and assist handler/laborer(s) assigned to vehicle.
- Ultimate on-site determiner in regards to quality control at the collection point. Determine whether the material is acceptable to the ACUA's collection program and ensure the customer and supervisor are notified of non-compliance. Seek assistance from group leader when in doubt.
- Maintain driver's log daily; accurately and timely confirm daily tonnage, mileage and handler assignments, hand in to dispatch or download via electronic format.
- Report all accidents to dispatch that occur at the time of incident.
- Interact professionally with all co-workers, customers and the public at all times.
- Perform pre-trip and post-trip inspection of assigned vehicle on a daily basis.
- Communicate with dispatch and/or supervisor prior to leaving assigned route.
- Report to dispatch and/or supervisor at the completion of assignments.
- Perform other duties to include but not limited to: dumping trucks, sorting, purging and processing collected material, cleaning, road handling, equipment maintenance, litter control, etc.
- Maintain commercial driver's license (CDL) in good standing at all times and submit to random and accident-related drug and alcohol testing under Federal Regulations and ACUA Policy.
- Perform other duties as directed by supervisor.
- This is a safety sensitive position. A safety sensitive position is a job which includes work duties in which an employee's performance of the job impacts the safety of themselves or others. The term includes jobs where performing a task poorly or failure to perform it all could result in a safety incident. A person in a safety sensitive position must have the ability to perform a given set of tasks effectively without exception, on an ongoing basis.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- HS diploma or GED.
- Previous truck driving experience with a minimum gross weight of 26,001lbs.

**ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES**

- Valid driver's license in good standing.
- Valid commercial driver's license (CDL), Class B, with an airbrake endorsement.
- Satisfactory motor vehicle report (MVR) as it relates to safety and points.
- Must be able to lift up to 49lbs.
- Competent map or route reading skills.



# ACUA

Atlantic County Utilities Authority

- Excellent customer service, motivational, verbal communication, and leadership skills.

### **PREFERRED QUALIFICATIONS**

- Previous supervisory experience
- 2 years truck driving experience with a minimum gross weight of 26,001lbs

### **PHYSICAL REQUIREMENTS**

*The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title. While performing the functions of this job the employee:*

Frequently positions self to move, remove and transport waste and recyclable material and containers weighing up to 49lbs to place in truck. Frequently traverses in and out of truck. Frequently remains in a stationary position while operating truck. Constantly moves about. Constantly sustains bouncing and shifting of the body because of road conditions. Must be able to observe all angles of the truck to ensure the safe operation of the truck, other property/equipment, the public, and handlers/laborers assigned to the truck. This requires constant twisting of the head/neck a minimum of 90 degrees off center. Constantly operates computer devices and/or business productivity machinery. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration and load noises. Must be able to operate hand tools and controls. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

### Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee's Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor's Signature:</i>	<i>Date:</i>