



Eastern Band of Cherokee Indians Job Description

Position ID Number:	805-2000-001 805-2000-002 805-2000-003 805-2000-004 805-2000-005 805-2000-006 805-2000-007	Last Revised:	06/27/2016
Position Title:	Truck Driver/Crew Leader	Department:	Solid Waste Operations
Reports to:	Sanitation Supervisor	Division:	Administration & Public Works

Primary Function: Operates the Sanitation Department vehicle in a safe and proper manner, in the daily pick-up and removal of local business and household trash. Responsible for the daily inspection and minor maintenance of assigned vehicle. Serves as crew leader for workers assigned to this vehicle.

- Job Duties and Responsibilities:**
- Receives instruction and daily route schedule from Sanitation Supervisor.
 - Performs pre-trip inspections to ensure readiness for operation by checking fluid levels, belts, lights, etc. and makes minor corrections as necessary.
 - Reports any major malfunctions of equipment to Sanitation Supervisor for scheduling of necessary repairs.
 - Ensures the crew wears proper safety gear such as safety vests, boots, gloves, etc., and adheres to all established safety guidelines and tribal policies.
 - Drives truck along specified route to various pick up points. Assists loader occasionally with heavier items as needed.
 - Drives truck to Transfer Station for the unloading of trash in the proper location.
 - Completes necessary documentation of days work and turns into office such as fuel sheet, mileage sheet, maintenance sheet, completed work orders, etc.
 - Assists crew members in the daily, weekly, and monthly routine cleaning of vehicle.
 - Informs supervisor of unusual or irregular situations.
 - Notifies office of customer need for container repair or replacement.
 - Participates in training and safety programs as required.
 - Assists and provides backup for other personnel and departments as required.
 - Performs job duties according to established safety guidelines and tribal policies.
 - Assists supervisor in the evaluation of his crew members.
 - Performs other tasks as assigned by supervisor.

Education /Experience: Work experience of two to four weeks would be sufficient to perform the job.

Job Knowledge: Requires the ability to read and write and interpret a wide range of information. Requires knowledge and understanding of the Sanitation vehicle including simple maintenance instructions, operating manuals. Requires a valid North Carolina "Class CDL - A or B" driver's license. Must be able to communicate with coworkers. Knowledge of Cherokee Indian Reservation geography is essential. Requires the ability to complete and update all written documentation, follow verbal and written instructions, work effectively with the public, coworkers and independently. Full working knowledge of a packer type garbage truck, flat bed truck, and dump trucks, which includes mechanical aspects of vehicle and must have previous truck driving experience. Must be able to operate vehicles safely and efficiently.

Contact with Others:	Coordinates the work of others on the truck. Failure to follow established safety procedures could result in serious injury to others.
Mental /Visual /Physical Effort:	Requires a high degree of mental effort and concentration to operate vehicle. Visual acuity is necessary. This position requires medium to heavy physical effort which involves sitting, climbing, balancing, stooping, kneeling, crouching, reaching, handling and operating vehicles and machinery, and occasionally lifting or maneuvering fifty-five gallon drums and house hold appliances.
Environment:	Work is performed both inside and outside with exposure to inclement weather, extreme hot and cold, unpleasant odors on occasion. Operates a vehicle in traffic as well as on outlying tribal roads. Makes frequent stops, turning and backing up are required. Exposed to potential hazardous waste, biohazards, fumes, gases, and undesirable odors.
Resourcefulness & Initiative:	Follows predetermined route and schedule in day to day operations. Judgment and initiative are required to be able to recognize problems with equipment and determine if minor or major repairs are needed.
Responsibility for Safety /Equipment:	Operates Sanitation Department vehicles in the safest most efficient manner. Failure to spot minor repair problems could result in major failure of equipment and major expenses if not corrected in a timely fashion. Is responsible for the timely pickup, removal, and disposal of trash. Failure to complete daily assignments could result in falling behind on subsequent daily pickups and damage to customer relations.