



Eastern Band of Cherokee Indians

TRUCK DRIVER / CREW LEADER

Position Description

Program:	Solid Waste	Reports to:	Supervisor - Sanitation Collections
Division:	Operations	Position Number:	980520001; 980520002; 980520003; 980520004; 980520005; 980520006; 980520007; 980520008; 980520009
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	10	Safety Sensitive:	Yes
PERFORMANCE EXPECTATIONS			

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

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.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Receives instruction and daily route schedule from Supervisor - Sanitation Collections.
- 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 Supervisor - Sanitation Collections 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 and 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.
- May at times be required to assist in other duties within all programs of the Solid Waste Department to include Composting, Transfer Station, Recycling, and Collections.
- Assists supervisor in the evaluation of his crew members.

Position Description

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** One (1) year of related experience required.
- Education:** High School Diploma or GED Equivalent required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional 1 year.
- Licenses & Certifications:** Valid insurable NC "Class A or B" CDL required.

KNOWLEDGE, SKILLS, & ABILITIES

Key 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.
- 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, flatbed 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.
- Work experience of two to four weeks would be sufficient to perform the job.

Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. 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.

Key Relationships:

Coordinates the work of others on the truck. Failure to follow established safety procedures could result in serious injury to others.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. 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.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

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PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: This position can involve exposure to various hazards in the work 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 potentially hazardous waste, biohazards, fumes, gases, and undesirable odors.

Mental/Visual/Physical Effort: Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. 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 55-gallon drums and house hold appliances.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Truck Driver / Crew Leader** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date