

WESTERN MICHIGAN UNIVERSITY

TITLE: **Waste Collection Truck Driver**

GRADE: **W-1**

FUNCTIONS:

Essential Job Duties:

The primary purpose of the Waste Collection Truck Driver position is to provide skilled operation and maintenance of large vehicles and equipment required to complete routinely scheduled and emergency operations managed by Facilities Management.

Western Michigan University owns and operates a front-end loading waste collection truck to service waste resources on campus. Waste resources can include all types of materials that are destined for a transfer station, a landfill, a recycle center, a repurpose center, a surplus center, or a reuse center.

Essential Responsibilities include:

- Driver is responsible for the safe operation of front-end loading trucks and efficient service to campus customers along assigned routes.
- Driver must deliver collected materials to on and off-campus transfer facilities and perform basic maintenance on equipment.
- Safely operate front-end loading collection vehicles and container carrier vehicles to service dumpsters; operate other equipment as needed.
- Drive assigned routes and provide collection for a typical range of 60-100 locations per day.
- Driver may be required to transport additional dumpsters to other locations on campus, upon request.
- Adjust for unplanned, non-scheduled collection needs and route changes that may arise.
- Complete daily pre-and post-trip inspections of equipment/vehicles and daily inspection forms and route sheets. Report any issues or mechanical problems to the supervisor.
- Utilize on-board technology such as the electronic routing system, scales and cameras.
- Perform all work assignments and duties in compliance with established safe work practices. Follow safety and health regulations, policies and procedures. Identify and resolve potential safety concerns, work practices or violations. The

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driver must wear a hard hat, gloves, safety glasses, and other protective gear as required by MIOSHA rules.

- Identify and report any potential safety or service issues on route and record and report any incidents to the supervisor to prevent accidents or major equipment failure.
- Must operate diligently and safely, especially in areas of campus with confined spaces and high pedestrian traffic.
- Must be able to operate independently, prioritize tasks and make sound decisions in the field.
- It is essential to communicate effectively with team members and supervisors by paying attention to both written and verbal messages.
- Perform general maintenance on equipment and maintain clean interior and exterior of vehicles. Examples include greasing wear points, adding fluids, and changing filters or lights. Help troubleshoot truck/equipment issues requiring repair or maintenance.
- Driver should possess good customer service and time management skills to ensure routes are completed in a timely and safe manner while maintaining positive relationships with customers and teammates.
- Performs manual labor in clearing debris, loose trash, and other materials.
- Driver may have to clean out hopper, or climb up truck in accordance with MIOSHA standards.
- Driver is required to climb in and out of the truck multiple times daily to move wheeled dumpsters for dumping.
- Loads and unloads materials by hand or use of a loader; sweeps with hand tools.
- May be required to remove dead animals for disposal.
- Possess technical knowledge of collection equipment such as front-end loaders, container carriers, rear loaders, dumpsters and compactors. May operate other equipment such as forklifts, loaders, backhoes and snow removal equipment as needed.

Other Work/Responsibilities:

- The ability to operate snow plows, apply brine solution, and use other snow removal equipment as necessary. Perform mandatory role duties as assigned.
- May be required to work at any time and any day.
- Must be available for emergencies that may require working odd shifts or split shifts.
- Performance of job duties may require overtime work.
- Due to the accessibility limitations of campus refuse collection locations and the ability to safely operate trucks and equipment, the Waste Collection Truck Driver

work hours are outside of normal business hours. The normally scheduled work hours are 4:00 a.m. - 1:30 p.m., 8-hour shifts, Monday through Friday.

- Wear and work with personal protective equipment.
- Perform other duties as assigned by supervisory personnel.

Minimum Experience/Education:

Demonstrated possession of the competencies necessary to perform the work.

Requires appropriate licenses or certifications to operate assigned vehicles or equipment.

Required Qualifications:

- Must be able to communicate effectively verbally with supervisors and the general public and understand verbal and written instructions and other communications regarding work assignments and other matters.
- Must be able to read and comprehend written instructions and safety regulations governing the performance of job duties, and must be able to understand and comply with oral instructions.
- Must be able to read and interpret diagrams and instructions.
- Sufficient writing ability to prepare work requests, maintenance logs, or effectively communicate to others is required.
- Ability to be flexible to incorporate operational changes.
- Knowledge, training and necessary certification or license to uphold all applicable regulations or laws related to driving trucks, operating equipment and performing work safely and efficiently.
- Ability to perform a detailed DOT pre-trip inspection.
- Ability to perform a variety of recurring and related tasks using steps and processes that are readily understood and that are associated with less complex systems and components.
- Ability to use hand tools, air tools and hydraulic jacks necessary to perform this type of standard repairs and maintenance.
- Ability to effectively utilize onboard technology and to report or address issues related to the onboard technology.

Preferred Qualifications:

- Experience in operating vehicles, agricultural tractors and equipment, semi-tractors and trailers (GVWR 65,000 -80,000lbs), dump trucks and straight trucks

(GVWR 18,000lbs - 65,000lbs), trailers, backhoes, loaders, excavators, fork lift, hydraulic lifts, hoists and compaction equipment, cranes, waste management collections trucks and equipment, snow removal trucks and equipment.

Required license or certification:

- Valid Commercial Driver's License, Class B and must be maintained.
- Requires appropriate licenses or certifications to operate assigned types of vehicles or equipment

In order to obtain a valid Michigan Commercial Driver's License, the driver must possess 20/40 vision with or without corrective lenses.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The driver must be able to simultaneously operate clutches, accelerators, brakes, foot controlled steering mechanisms, and other vehicle controls and pedals. The employee is frequently required to sit, stand, walk, bend, kneel, talk, see, hear and smell. The employee may occasionally lift and/or move up to 75 pounds.

The person in this role must be capable of ascending or descending to enter or exit the truck, or climb onto it. For example, the driver must be able to:

- Ascend/descend from heights up to 48 inches as often as 50 times per day in order to enter/exit the truck.
- Ascend and balance on vehicle wheels 48 inches to 60 inches high and other exterior features in order to access vehicle engines and components in order to perform visual inspections and operator maintenance and preparation.
- Open engine housings and pull out batteries for inspection while balancing on wheels or other exterior structures.

The driver must also be able to tolerate:

- Exposure to extreme temperature ranging from -25 F to 120 F depending on seasonal work assignments.

- Exposure to dust, dirt, pollen, grass, and grass clippings, fertilizers, weed killers, and other lawn care chemicals, as well as to road salt, sand, and ice melt.
- Exposure to gasoline, diesel fuel, motor oil, other lubricants, anti-freeze, hydraulic fluid, and other petrochemicals.
- Prolonged exposure to sunlight.

The driver must possess sufficient visual acuity with or without corrective lenses to inspect vehicles, engines, and equipment and accurately align vehicles with couplers/hitches on equipment to be attached to vehicles. The driver must be able to identify debris and other road/ground hazards while operating vehicles and equipment. The driver must possess sufficient auditory acuity, with or without audiological appliances, to hear vehicle warning sounds signaling that vehicles/equipment are operating/moving in reverse.

A physical examination administered by the employer's designated physician is required to determine the employee's ability to perform the essential functions of the job and/or to identify the need for a reasonable job accommodation.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is performed primarily outdoors in all weather conditions, including temperature extremes and wet and/or humid conditions. Work is occasionally performed in emergency and stressful situations. The employee frequently works near moving mechanical parts and is exposed to dust, fumes airborne particles and occasionally industrial and household waste. The employee is frequently exposed to loud noise, heavy vehicle traffic and pedestrian traffic. The noise level in the work environment is usually loud.