



ISABELLA COUNTY, MICHIGAN

Position	Driver	FLSA Status	Non-Exempt
Department	Material Recovery Facility – Recycling Center	Pay Grade	Non-Union 6

GENERAL SUMMARY

Under the supervision of the Material Recovery Operations Manager, operates a Curbside/Roll Off truck or other vehicle to transport recyclable materials from participating communities to the Recycling Center – Material Recovery Facility (MRF). Completes daily maintenance on all program related trucks and equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Operates a County vehicle to transport recyclable materials from various sites to the Recycling Center - MRF. Operates hydraulic dumping equipment on Curbside/Roll Off truck to empty material storage compartments.
- Maintains recycling equipment. Performs minor maintenance to vehicle and ensures that scheduled maintenance is performed.
- Performs Curbside/Roll Off recycling service by emptying recycling bins along community routes. Helps develop service routes throughout participating community neighborhoods and maintains participation records.
- Responds to questions of the public regarding recycling procedures and programs.
- Responsible for collection of Recyclable Materials placed in the recycling containers or placed next to the recycling containers. Will make great effort towards quality control standards of materials collected.
- Shall transport all Recyclable Materials in such a manner as to prevent the spilling or blowing of such waste from County's vehicle. Exercise all reasonable care and diligence in providing Collection Services so as to prevent spilling or dropping of Recyclable Materials during collection. Will facilitate cleanup at all times.
- Empty all recycling bins along the curb, swale, paved surface of the public roadway, closest accessible roadway, or other such location agreed to by County and the Service Recipient. All areas accessed must be safe and have efficient accessibility for County's collection crew and vehicle.

- Provide all Curbside/Roll Off Recycling Services with as little disturbance as possible. Except in the case of on-premises service, County shall leave any curbside Recycling Bin on a side at the same point from which its contents were collected, without obstructing alleys, roadways, driveways, sidewalks or mail boxes. Care shall be taken to prevent damage to property, including but not limited to recycling bins and plantings of any kind.
- Assist in staffing other recycling programs as necessary. Responsible for knowledge of procedures and operation of all trucks, equipment and processes in the recycling program.
- Other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High school diploma or equivalent.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- Class B CDL Driver's license with air brake endorsement.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- Prior commercial driving experience operating equipment similar to recycling departments.
- Skid Steer Operator.
- Fork lift Operator.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Roll off recycling depots.
- Modern office equipment, procedures and applicable software packages.
- Basic hydraulic principles.
- Geography of the county.

Skill in:

- The operation of applicable equipment and machinery.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.

- Changing propane on the fork lift.
- Following oral and written instruction.
- Organization and time management.
- Customer service.
- Basic filing and paperwork maintenance.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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 the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment		X	
Street environment (near moving traffic)			X
Construction site		X	
Clinical health care environment	X		
In the community (homes, businesses, etc.)			X
Warehouse environment		X	
Shop environment		X	
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Moving mechanical parts			X
Risk of electrical shock		X	
Vibration			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste			X
Loud noises (<i>85+ decibels</i>)			X

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 the essential functions.

The position involves *medium physical demands*, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

- Ability to stoop, kneel and reach in order to assist at sites.
- Ability to lift and carry paper, cardboard, glass and other materials weighing up to 60 lbs.
- Ability to walk over uneven terrain.
- Ability to regularly climb into and out of the collection vehicle.
- Ability to drive for extended periods of time and travel to various sites in the area.
- Ability to stoop, bend and crouch in order to inspect and maintain equipment.

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