

CITY OF LONDON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Driver
Class Number:	Class Title: Driver
Dept./Div.: Sanitation	Employment Status: Full-time
Reports to: Superintendent	FLSA Status: Non-exempt
Normal Hours: 7:30 a.m. – 4:00 p.m.	EEO Status: 08 – Service/Maintenance
Civil Service Status: Classified	

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance plan; must possess and maintain a valid Class B CDL from the State of Ohio.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Two-way radio, motor vehicle, hand and/or power tools, backhoe, dump truck, light and heavy motorized equipment; trash truck, recycle truck, commercial truck, grapple truck, trash and recycle compactors.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways, ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., lift gate on truck and recycle truck); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions about 85db (e.g., garbage and recycle trucks, onsite compactors, hand tools, grinders, torches, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., lift arms, compactors, trucks, etc.); is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; has exposure to potentially violent or emotionally distraught persons, vicious animals, or to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; has exposure to second-hand smoke; this is considered medium work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

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- 70% (1) Operates City trucks and provides curbside pick-up of trash and recycle (e.g., trash bags, recycle totes, bulk items, etc.); provides curbside pickup of recyclables; receives daily instruction about routes and special collections; picks up bulk items as necessary; assists residents and helps unload items.
- 15% (2) Brings trash and recycles to transfer site; maintains or services drop off containers and monitors and ensures the cleanliness of collection sites; performs recyclable loading and unloading activities; ensures material is free and clean of debris, contaminants, and waste.
- 5% (3) Performs routine maintenance and repairs on vehicles and equipment before and after route; troubleshoots problems with machinery and equipment; notifies Superintendent of any mechanical problems or maintenance issues; operates variety of motorized equipment (e.g., etc.) to arrange materials and equipment to maintain organization in a safe and expeditious manner (e.g., follows safety rules and regulations, performs daily maintenance checks on equipment used in daily operations to identify maintenance needs and maintain safe operation, etc.).
- 5% (4) Performs general landscaping duties (e.g., grass cutting, tree trimming and cutting, etc.); cleans trucks and equipment; performs painting, drywall, remodeling, and other various building maintenance tasks.
- (5) Maintains required licensures and certifications, if any.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (8) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: two-way radio operations; City goals and objectives;* City policies and procedures;* general construction, maintenance, and repair; mechanical maintenance; workplace safety; safety practices and procedures; traffic laws governing truck operations; proper lifting techniques; local geographical area.

Skill in: motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment; operation of heavy equipment and compactors.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; recognize unusual or threatening conditions and take appropriate action; understand, interpret, and apply laws, rules, or regulations to specific situations; communicate effectively; develop and maintain effective working relationships; travel to and gain access to worksite; perform heavy manual labor for extended periods of time in often adverse conditions; bend, lift, and walk on both refuge and recycle routes.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

Date Adopted:

Developed by:
Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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