



COMPACTOR OPERATOR

Hopi Solid Waste Management Program

Reports To: Program Manager

Salary/Hourly Range: 35

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 1/5/2017

INTRODUCTION

This position is responsible for collecting and transporting solid waste material to an approved disposal site, and properly maintaining solid waste collection vehicles in support of the Hopi Solid Waste Management Program. The work consists of duties and responsibilities that involve different and related processes and methods for solid waste collection and transporting. Decisions regarding operational needs require the incumbent to recognize the existence of and differences among alternatives. The incumbent is under general supervision and line authority of the SW Manager, who sets the overall objectives and provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring unfamiliar situation to the Supervisor for assistance. Completed work is reviewed from an overall standpoint in terms of compatibility and effectiveness in achieving expected results.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Performs solid waste collection services in approved service areas and operates automated or manual solid waste collection vehicles for purposes of routine solid waste collection; drive trucks along established routes through residential streets and alleys, or through business and industrial areas.
2. Physically loading and unloading of solid waste material may be required when equipped vehicles are unavailable or when pick-up/unloading areas do not permit use of such vehicles/equipment utilizing proper safety equipment.
3. Communicate with supervisor concerning delays, unsafe sites, accidents, equipment breakdowns, and other maintenance problems; keep informed of road and weather conditions to determine how routes will be affected.
4. Performs daily pre and post-trip vehicle inspection on vehicle utilized in work functions and reports all pertinent information to appropriate personnel; performs routine preventative maintenance on solid waste collection vehicles utilized; reports potential repair needs; breakdowns and/or damages to the supervisor for follow up action, maintains monthly vehicle operating and maintenance log, gas purchase receipt log, etc., ensures vehicles/equipment is in proper and safe working condition.
5. Performs visual inspection of solid waste to be collected to assess presence of prohibited materials and hazards; and relays information to appropriate personnel.
6. Assists in maintaining a safe and clean environment at the Hopi community landfill.
7. Performs bulk item estimate/pick-up, investigate illegal dumping.
8. Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, customers, public/private organizations/businesses, vendors and the general public. The purpose of these contacts is to exchange factual information, provide services/assistance and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work requires strenuous physical exertion such as frequent climbing, descending, stretching or crouching and lifting objects in excess of 25 lbs. The position involves long periods of driving, sitting, varying movement in and out of the vehicle traveling

over rough and uneven terrain in varying weather conditions requiring the incumbent to adhere to safety practices and wear protective clothing. The work may extend beyond the normal eight (8) hour daily schedule to meet the demands of the position.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

Education: High School Diploma or GED certificate;

AND

Experience: Two (2) year's work experience operating medium to heavy duty vehicles 25,000 lbs. and greater, or in a similar capacity, commercial driving experience, and basic vehicle maintenance knowledge;

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Working knowledge of traffic and motor vehicle highway laws and safety regulations applicable to solid waste collection vehicles;
- Working knowledge of hydraulic operated equipment and tools required to operate and maintain solid waste collection vehicles;
- Working knowledge of preventive maintenance methods and practices;
- Working knowledge of operating a two-way communications radio.

Skills:

- Skill in verbal and written communication skills;
- Skill in operating 5-25 ton trucks with heavy loads;
- Excellent skill in customer service;
- Skill in maintenance and performing minor repairs to heavy duty vehicles.

Abilities:

- Ability to operate solid waste collection vehicles in varying weather conditions, including narrow passages and in close quarters;
- Ability to diagnose minor mechanical problems and make repairs;
- Ability to maintain an accurate and current vehicle maintenance log;
- Ability to adhere to priorities, complete work assignments/projects in a timely manner without immediate supervision;
- Ability to establish and maintain effective positive and professional working relationship with others.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Commercial Driver's License and complete and pass the Hopi Tribe's defensive driving course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.
4. Must complete and maintain annual immunization and physical wellness exams.
5. Must be able to pass mandatory and random drug & alcohol screening.