

**CITY OF BEAUFORT, SOUTH CAROLINA
JOB DESCRIPTION, JANUARY 1999**

**JOB TITLE: DRIVER I
PUBLIC WORKS DEPARTMENT - STREETS DIVISION**

GENERAL STATEMENT OF JOB

Under regular supervision, drives and operates light duty and garbage trucks and other vehicles as needed for the completion of assigned Street Division duties. Performs vehicle and equipment maintenance work as required. Reports to the Street Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Drives and operates garbage trucks, dump trucks, and other vehicles as necessary to complete assigned duties.

Loads and hauls equipment, materials, tools, debris, etc., to and/or from job sites.

Collects garbage, recyclable materials and yard/compostable debris from residential and commercial properties and transports loads to appropriate landfills and/or recycling centers in accordance with established schedules and routes.

Performs general street and grounds maintenance work as assigned, including but not limited to sweeping City streets, removing horse manure from streets, cutting grass, raking leaves, removing debris from properties, pruning/removing trees and shrubbery, clearing lots, etc.

Observes all applicable safety rules and regulations.

Maintains and performs minor repair work on assigned vehicles, equipment and tools; inspects vehicles prior to use for safety; fuels and cleans vehicles as needed.

May be required to respond to emergency calls.

Prepares and submits required forms and records.

Participates in the maintenance of positive customer relations.

Operates a garbage truck, dump truck, vehicle, hydraulic ejector, compactor, lawn mower, weed eater, as well as a variety of mechanic's tools and various other hand and power tools. Exercises care and safety in the use and maintenance of required tools and equipment.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. South Carolina CDL required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including garbage trucks, other heavy equipment, various hand and power tools, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; work involves stooping, kneeling, crouching, crawling, pushing, pulling, climbing, balancing, operating multiple hand levers simultaneously, and performing manual labor. Must be able to lift and/or carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, manuals, street maps, etc. Requires the ability to prepare routine records and reports with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to follow verbal and written instructions; to instruct co-workers. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, and to determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using various machinery; to operate motor vehicles and heavy equipment.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the Public Works Department as they pertain to the performance of duties of the Driver I. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of the methods, equipment, tools and materials used in sanitation system functions. Has skill in the care and use of required vehicles, tools and equipment. Is able to make repairs and adjustments to equipment. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to use independent judgment in performing routine tasks. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret materials pertaining to the responsibilities of the job. Is able to prepare simple records and reports. Has knowledge of the terminology used within the department. Knows how to perform duties in a courteous manner and communicate effectively with a variety of individuals as prescribed. Has knowledge of basic mathematics. Has knowledge of applicable occupational hazards and safety precautions. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.