



University System of Maryland Job Class Specification

TITLE: DRIVER WASTE MANAGEMENT
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: 31-9011

JOB CODE: N11DWU
JOB TYPE: INST SPECIFIC UMCP
JOB FAMILY/SERIES: MVO

APPROVED BY: Chancellor's Designee:
Joann Goedert, Assistant Vice Chancellor

EFFECTIVE DATE: 5/1/14

JOB SUMMARY

Under limited supervision, operates a variety of large solid waste removal trucks and heavy equipment in collecting, transporting, and dumping of the university's solid waste and recycling materials. Employee is considered an essential employee and subject to 24/7 call-back for emergency and other operational needs.

PRIMARY DUTIES

1. Operates (30-35 ton) trash trucks; including front-fork loading truck, roll-off truck, rear fork truck and associated equipment.
2. Collects solid waste and recycling materials from campus and off-campus locations and is responsible for transporting to off-site landfills and dump sites. Transports refuse containers to work sites using 26,000 lb. rear fork container carrier. Exercises independent judgment and uses industry knowledge to assist with material separation, and determine appropriate waste and/or recyclable material destination sites.
3. Operates a front-end loader (pay loader, backhoe) and forklift to load and unload various materials and debris into roll-off boxes. Operates forklifts and other equipment that are part of the recycling program, and may perform pick up of recycling materials and bulk trash removal from various buildings.
4. Completes daily safety and pre-trip inspections and ensures operational readiness and safety of equipment and/or trucks and reports deficiencies in written form. Performs basic preventative maintenance. Tasks include checking oil and filters, applying lubricant, and cleaning and washing body, cab, and windshield, checking fluid levels, tire pressure, air brakes and general operation of mechanisms. Troubleshoots and repairs minor malfunctions. Assists mechanic as needed. May make minor repairs.
5. Records fuel and oil consumption, mileage, hourly operation and maintenance activities. Maintains vehicle and driver DOT logs. Collects and records solid waste and recycling weights, verifies weights and data, and forwards weight tickets for data management. Data collection and reporting is a requirement of state, county and municipal regulations, including compliance with the State mandate for recycling.
6. Provides guidance, instruction and training to new or less skilled drivers.

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7. Performs work in support of campus special events (Residence Hall move in, move out, athletic and other large campus events such as Commencements, Maryland Day, Odyssey of the Minds, etc.) by placing roll-off and other special collection containers at specified locations, moving, hauling furniture, recyclable material or equipment, and set up or tear down of some large special events.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School diploma or equivalent.

EXPERIENCE: Three years in the operation of solid waste vehicles over 30 tons gvw such as front end and roll off.

OTHER: Minimum of Valid Maryland Commercial Class B Driver's License (CDL) with appropriate endorsement codes. Class A license for Tractor Trailer operation optional. The CDL license requires incumbent to meet and maintain the conditions of the license, including DOT physical and random drug testing. Availability for call-back as incumbent is considered an essential employee and subject to 24/7 call-back for emergency and other operational needs.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of the care and operating procedures of heavy duty (class 8) waste removal vehicles and associated equipment such as front loaders, and forklifts. Ability to operate a trash truck with a manual transmission and clutch is essential. Working knowledge of the safe operating limits of such equipment and trucks, and of appropriate traffic regulations. Must know, understand and follow all DOT, OSHA and MOSH safety standards, and university and state procedures, practices and policies. Must follow State of Maryland and federal vehicle/equipment rules and regulations. Skill in operating assigned trucks and equipment and the ability to navigate/maneuver through small campus roadways and parking lots in close proximity to students and general campus population; Ability to read and write; to use standard forms to enter required data for state reporting records; to understand and follow oral and written instructions; to perform extensive walking, climbing and lifting; the ability to lift 50 pounds regularly and 100 pounds on occasion, required to wear and work in personal protective equipment; required to wear safety footwear. Must have initiative and ability to use discretionary judgment throughout work shift by making independent decisions regarding material loads and haul destinations.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment are subject to medical inquiries and/or medical examinations to determine ability to perform the job. Employees in this job class must

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maintain the required driver's license with no more than 5 points and will be subjected to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations. Employees in this job class are subject to pre-employment and random drug testing. Employees in this classification are assigned duties which require special training and/or certification (e.g. forklift operator certification) in order to operate specialized motorized equipment.