JOB DESCRIPTION

JOB TITLE: Relief Drive / Ground Crew
DEPARTMENT: Sanitation
PAY GRADE: 4
FLSA STATUS: Non-exempt
CLASSIFICATION: This job classification has been designated as a safety-sensitive job classification by the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 *et seq.,* (OSCN 2019), effective August 29, 2019. This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

JOB SUMMARY: Under general supervision of the Sanitation Supervisor. Operate tractor-trailer truck to transport material delivered to Transfer Station to the landfill or other remote location, as needed. Working on the ground crew under the general supervision of the Ground Crew Supervisor when not needed to transport material delivered to Transfer Station.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Regular attendance is required.
- Work outside in all weather conditions.
- Requires independent judgment.
- Requires walking, standing, stooping, bending, and working in awkward positions.
- Requires the ability to lift and carry objects weighing up to 80 pounds without assistance.
- Requires the ability to enter and operate trucks and other equipment.
- Requires eye-hand coordination to operate the equipment.
- Requires ability to operate radio equipment to maintain contact with the base and other employees.
- Requires the ability to create a favorable impression of city workers to the public through conduct, speech, and appearance.

EXAMPLES OF SPECIFIC CORE JOB RESPONSIBILITIES (not all-inclusive):

- Drive a semi-tractor trailer from the transfer station to the landfill.
- Assist in loading and packing the truck.
- Operate controls to unload the trailer at the destination.
- Inspect the truck daily before operation.

- Perform operator maintenance on the vehicle as required, including, but not limited to, cleaning interior and exterior, maintaining fluid levels, and greasing as required.
- Maintain designated parking area is clean and hazard-free condition.
- Conduct business in such a manner as to create a positive image for the city and employees.
- Follow all applicable safety rules.
- Operate a variety of power and hand tools and equipment.
- Serve as eyes and ears, reporting noticed problem areas in infrastructure and signage to the supervisor.
- Fill in for other workers during their absence.
- Performs other additional duties as assigned by supervisor**.**

QUALIFICATIONS:

A. REQUIRED:

Knowledge:

- Basic mechanical knowledge.
- Knowledge of safety issues, rules, and procedures pertinent to department mission and specific tasks**.**

Skills:

- Skill in the operation of vehicles and lifting equipment.

Abilities:

- Ability to speak understand, read and write in the English language.
- Ability to safely operate equipment outdoors and within the Transfer Station.
- Ability to lift and carry objects weighing up to 80 pounds without assistance.
- Ability to perform tasks in all weather conditions.
- Ability to communicate effectively using radio equipment.
- Ability to interact harmoniously with the public and co-workers.
- Ability to work with minimum supervision.

Education:

- High school diploma or GED

Experience:

- Prior safe driving experience and driving record.

Licensing/certification:

- Must have a valid Oklahoma Class A CDL license.

Other:

- None.

B. DESIRED:

- Rudimentary knowledge of Spanish language words and phrases.
- Ability to speak understand, read and write in the English language.
- Ability to safely operate equipment outdoors and within the Transfer Station.
- Ability to lift and carry objects weighing up to 80 pounds without assistance.
- Ability to perform tasks in all weather conditions.
- Ability to communicate effectively using radio equipment.
- Ability to interact harmoniously with the public and co-workers.
- Ability to work with minimum supervision.

Education:

- High school diploma or GED

Experience:

- Prior safe driving experience and driving record.

Licensing/certification:

- Must have a valid Oklahoma Class A CDL license.

Other:

- None.

B. DESIRED:

- Rudimentary knowledge of Spanish language words and phrases.

DISCLAIMER:

"This job description is provided as a guide and is not to be considered a contract. The City reserves the right to make changes to the job description as necessary. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description."

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box and fill in the appropriate accommodations, if required, then sign and date.

□ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

□ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

_____

_____

I HAVE REVIEWED THIS JOB DESCRIPTION WITH MY SUPERVISOR AND HAVE RECEIVED A COPY.

_____ _____

Employee Signature Date