

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Extra Board Driver/Collector**

**Position Control Number(s):**      **various**

**FLSA Status:**      **N**

**POSITION DESCRIPTION**

Under general supervision, this position collects solid waste as a member of a Solid Waste collection crew. Performs various manual tasks at Rolling Meadows and the shop, as assigned. Learns to operate the packer controls of a Solid Waste truck. Responsibility to understand and follow safe operations procedures, work rules and regulations. Performs other duties as required. This position is supervised by the Solid Waste Collection Supervisor.

**WORK PERFORMED**

- 60%**    **Driving.** Performs duties as a driver on an as-needed basis. Drives a rear load truck in the operation of a residential or commercial Solid Waste route. Trains on the operation of front load, side load, roll-off and container delivery Solid Waste trucks and when qualified will serve as a driver when needed. Completes work orders to report mechanical or safety defects to the Equipment Maintenance Supervisor or his/her designee in his/her absence. Prepares and maintains necessary records and reports. Responsible for the safe operation of the vehicle.
  
- 18%**    **Collections.** Collects solid waste on a rear load residential or commercial route. Learns and operates the packer controls of a rear load truck. Performs various manual tasks on route, Rolling Meadows and the shop, as assigned.
  
- 5%**    **Crew Leader.** Directs the work of collectors assigned to the truck. Assigns tasks and instructs employees on proper completion of tasks. Inspects and reviews work to ensure projects are complete. Explains and demonstrates the proper use of equipment used on the job. Checks work procedures and products.
  
- 4%**    **Radio Usage.** Uses two-way radio properly, for reporting appropriate information and follows 10-codes.
  
- 4%**    **Route Book.** Reads route book daily, watching for changes to route. Provides information to keep route book up to date.
  
- 2%**    **Vehicle Checks.** Performs pre- and post-trip checks, as required by FMCSR, Part 40, using Driver's Daily Vehicle Checklist, performs daily inspection and routine greasing of equipment per owner's manual.
  
- 2%**    **Reporting.** Completes work orders to report mechanical or safety defects to Shop Supervisor.
  
- 2%**    **Housekeeping.** Maintains acceptable level of care and cleanliness of vehicle and equipment.
  
- 2%**    **Manual Tasks.** Performs various manual tasks at Rolling Meadows and the shop, as assigned.
  
- 1%**    **Fee Collection.** Collects money from customers for specials.

**Shawnee County Position Description  
Extra Board Driver/Collector**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Effective leadership skills.
- Safe procedures of operating a rear load truck or, when qualified, a commercial front load, side load or roll-off truck or container delivery Solid Waste truck.
- Safe procedures of operating a Solid Waste collection route.

**Ability to:**

- Organize route to ensure timely completion of all tasks.
- Do heavy and prolonged lifting and carrying.
- Work outside for prolonged periods in any weather conditions.
- Walk fifteen (15) to twenty (20) miles per day.
- Perform manual tasks.
- Understand and carry out oral and simple written instructions using the English language.

**PHYSICAL REQUIREMENTS**

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting				X	Driving				X
Pushing/Pulling		X			Bending	X				High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-65 lbs.	X				Around Moving Machinery				X
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment				X
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes				X
Lifting-65 lbs.		X			Twisting	X				Cramped Body Position	X			
Pushing/Pulling		X			Squatting	X				Sustained Positions				X
Carrying		X			Turning			X		Noise Levels (Excessive)				X
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking	X				Slippery Surfaces		X		
Near Vision				X	Standing	X				Work Above Ground	X			
Far Vision				X	Sitting				X	Work Below Ground	X			
Color Vision	X				Carrying	X				Irregular Surfaces			X	
<b>VOICE</b>					Climbing	X				Moving Objects			X	
Talking				X	Jumping	X				In High Volume Traffic				X
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-65 lbs.	X								

**EQUIPMENT USED**

Front-Load Truck  
Rear-Load Truck  
Roll-Off Truck  
Container Delivery Truck

Side-Load Truck  
Tarping Equipment  
Compactor Equipment

Hydraulic Controls  
Safety Equipment  
Two-Way Radio

**Shawnee County Position Description  
Extra Board Driver/Collector**

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED Certificate.
- Completion of truck driving school or six (6) months' experience in driving a truck of at least 64,000 pounds gross vehicle weight.
- Valid Kansas Class A or B Commercial Driver's License (CDL) with airbrake certification and eligible to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five years old; No more than two at fault or chargeable accidents that are less than five years old; No more than two traffic infractions (speeding, failure to yield right of way, etc.) that are less than one year old.

**SPECIAL REQUIREMENTS**

- Required to pass a pre-employment/periodic CDL physical(s)/drug screen(s) and a review of driving record.
- Required to lift sixty-five (65) pounds on a routine basis.
- Required to do heavy and prolonged carrying and lifting.
- Required to work outside for prolonged periods in any weather conditions and walk 15 to 20 miles per day.
- When qualified, may serve as the backup driver for a side-load, front-load commercial, or roll-off truck or container delivery Solid Waste truck.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administering Supervisor's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority's Signature / Printed Name

\_\_\_\_\_  
Date

Created: 07/04  
Revision History: 04/23