



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Refuse Collector-Driver

JOB SUMMARY

Performs driving and manual work in the collection, transport, and deposition of solid waste. Work is performed under the supervision of the Supervisor and/or Assistant Supervisor of Landscape and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor of Landscape Services and Assistant Supervisor of Landscape

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Drives a garbage truck on scheduled route.
Loads solid waste onto the truck and properly positions the load for transport.
Transports the load to the specified waste disposal site and deposits the load.
Cleans truck on a regular basis.
Checks and maintains all fluid levels of vehicle.

ADDITIONAL DUTIES

Reports all mechanical or electrical problems for maintenance.
Obeys all city, state, and federal driving regulations.
Performs duties as requested.

EDUCATION

Completion of the eighth grade required. High school diploma or equivalent preferred.

EXPERIENCE

No experience required. Six months of commercial driving preferred.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to drive commercial vehicle/garbage truck.

Knowledge of and ability to maintain proper fluid levels in garbage truck.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push; lift; dig; haul; pull; reach; carry; lift; grasp; squat or stoop; bend and twist the body while performing essential duties; use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Exposure to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards.

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SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.