



City of Milford
Public Works Equipment Operator - Solid Waste
Pay Grade: 4

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: A minimum of three (3) years' experience in the operation of heavy equipment including the use of a scraper, compactor, motor grade and similar equipment. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum) is required. Valid Medical Examiner's Certificate is required.

NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Streets & Utilities Supervisor

Supervisory Responsibility: None

Primary Work Location: In and out of city limits with possible exposure to extreme environments with reporting and meetings at the Public Works Facility.

Job Summary: The Public Works Equipment Operator - Solid Waste is responsible for the safe operation of side-load and/or rear-load truck and ancillary equipment on assigned route to service customers while providing excellent customer service. Deliver solid waste/recyclables to designated disposal facility. Manage container inventory, delivery and repairs.

The Public Works Equipment Operator - Solid Waste shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Public Works Equipment Operator II-Solid Waste shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the Streets & Utilities Supervisor.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Operate Heavy Equipment:** Safely operate side-load and/or rear-load refuse vehicles on a designated route of apartments, office buildings, residential customers, commercial customers or sites of contained refuse/recycling and hauling to disposal sites.
- **Bulk Pick-Up Operations:** Responsible for weekly bulk pick-ups for residential and commercial customers.
- **Vehicle Inspection and Reporting:** Performs pre/post inspections for vehicles to ensure proper operation; reports any malfunctions to supervisor and Head Mechanic.
- **Customer Non-Compliance:** Responsible for reporting residential and commercial customer non-compliance to include but not limited to improper container placement, blocked containers and excessive trash.
- **Customer Service:** Answer routine customer questions related to refuse schedule and service and provide customer focused service.



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- **Daily Forms Completion:** Responsible for completing all required daily forms and returning to the designated area as determined by the supervisor.
- **Container Inventory and Delivery:** Responsible for container inventory and delivering, replacing and inspecting of containers.
- **Annual Container Audit:** Performs annual asset management audit and inspection of containers to determine a replacement schedule.
- **Dumpster Maintenance:** Performs dumpster maintenance to include repairs, painting and wheel replacement.
- **Heavy Equipment Operation:** Responsible for the safe economical and efficient operation of all pieces of heavy refuse equipment; side-load and/or rear-load vehicles and delivery lift truck.
- **On-Call Support:** Work scheduled on-call duties after hours, as needed, for special events and weather related-emergencies.
- **Public Works Assistance:** Assist the other divisions of Public Works when necessary as directed by the Solid Waste & Facilities Supervisor.
- **Additional Duties:** Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Understanding of the hazards, safety rules, and precautions in refuse collection and heavy equipment operation.
- Applicable Federal, State, and local laws, rules, regulations, standards, codes, and/or statutes of assigned areas of responsibility.
- Heavy equipment operation as applicable to landfill and transfer station operations.
- Safe work practices applicable to required equipment maintenance and techniques.
- Basic waste material identification and proper safe handling.

Skills

- Multi-task and work independently.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and receive work direction.
- Effectively managing time and resources to ensure work is completed efficiently.
- Exceeding customer needs, building productive customer relationships, and taking responsibility for customer satisfaction.

Abilities

- Navigate and use electronic devices to manage work orders and receive and/or send emails.
- Read electronic maps and navigate streets safely and effectively.
- Exercise independent judgment in accordance with established policies and practices.
- Communicate clearly and concisely, both verbally and in writing.
- Demonstrate positive behavior and maintain cooperative and effective working relationships with City employees, various businesses and agencies and the general public.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
