

# Job Description

## Truck Driver

## **PURPOSE OF THE POSITION**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

The Truck Driver is responsible to for water delivery and sewage and garbage collection services in order to ensure that residents have a safe, clean supply of water and that sewage and garbage is transported and disposed of in an appropriate manner.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Truck Driver is one of five positions that rotate on a regular basis including off-hours and weekends. He/she is responsible for operating single-axel water, sewer and garbage trucks in a safe and appropriate manner. He/she must conduct all activities according to the garbage collection schedule and all relevant policies and procedures. The Truck Driver must also clean, maintain and secure all equipment as directed by legislation, policies and procedures.

The Truck Driver must also deal with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The Truck Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

The delivery of safe, clean water and the collection, transportation and proper disposal of garbage and sewage is vital to the health and well-being of residents and the community as a whole. Failure to provide adequate services will jeopardize the health of the community. Failure to deal with residents and the public in a courteous and respectful manner will lead to additional problems and complaints raised about the Hamlet and municipal services. Failure to safely operate trucks and equipment may lead to injury and possibly loss of life.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Operate municipal trucks in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life

### Main Activities

- Operate all equipment in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks
- Clean trucks as scheduled and/or required
- Ensure trucks and equipment are safely and securely stored
- Advise the Municipal Services Supervisor of any requirements for maintenance or repairs

2. Deliver water as per schedule to ensure an adequate and safe supply of drinking and residential water for all businesses, residences and buildings

### Main Activities

- Deliver water to residential buildings, businesses and other facilities as per scheduled routes
- Maintain daily records of deliveries
- Clean water tank as required

3. Collect sewage from buildings, businesses and other facilities as per schedule to ensure sewage is removed, transported and disposed of according to set policies and procedures

### Main Activities

- Pump out septic tanks of residential buildings, businesses and other facilities
- Maintain daily records of pick-ups
- Dispose of sewage according to set policies and procedures

4. Collect garbage from buildings, businesses and other facilities as per schedule to ensure garbage is removed, transported and disposed of according to set policies and procedures

Main Activities

- Collect garbage from residential buildings, businesses and other facilities
- Maintain daily records of pick-ups
- Pick up refuse in other areas as required
- Dispose of garbage according to set policies and procedures

5. Perform other related duties

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

The Truck Driver is required to have, as a minimum, a clean Class 5 driver's license with air certification.

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of truck and equipment safety
- ✓ knowledge of water, sewer and garbage truck and equipment operation
- ✓ knowledge of water delivery procedures
- ✓ knowledge of sewage collection and disposal
- ✓ knowledge of sewage pump out procedures
- ✓ knowledge of garbage collection and disposal procedures
- ✓ knowledge of scheduling system and procedures
- ✓ knowledge of record keeping system
- ✓ knowledge of equipment cleaning standards and procedures

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ ability to operate single axel trucks in a safe and responsible manner
- ✓ ability to operate required equipment in a safe and responsible manner
- ✓ client service and public interaction skills
- ✓ team building
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to communicate effectively in English and Slavey
- ✓ ability to read and write to record pickups and maintain daily records
- ✓ stress management skills
- ✓ time management skills

**Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

The Truck Driver must act in a manner that is appropriate to a Hamlet employee. He/she must also be able to operate effectively in a highly political environment.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Truck Driver has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Driver will have to work in all weather, and must be prepared for both extreme heat and cold. As the Driver is handling potentially dangerous materials he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Truck Driver must work outside in all different weather conditions including extreme cold and extreme heat. The Truck Driver is constantly exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The Truck Driver is constantly exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Driver must make all collections and deposits as scheduled to ensure effective and efficient service to all residences, businesses and facilities. The Truck Driver must work independently and is expected to maintain a schedule of delivery, collection and disposal. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

## CERTIFICATION

<hr/>	<hr/>
Employee Signature	Supervisor's Title
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Printed Name                      Date	Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.