

NOTICE OF VACANCY
August 19, 2020

POSITION: Lead Driver

DEPARTMENT: Public Works – Sanitation Division

SALARY: W 10/1A – W 11/8 \$21.25 - \$26.00 hourly

HOURS: Tuesday – Saturday 7:00 am to 3:00 pm

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

- Ensures that the collection of curbside municipal solid waste and/or recycling is performed in a timely, clean and orderly fashion.
- Drives and operates assigned motor equipment in accordance with all applicable regulations and safety practices.
- Performs duties required to support special collections such as leaf and brush, metals and hazardous waste.
- Performs duties in support of the operation of the recycling center.
- Performs laborers duties when not performing operator duties.
- Responsible to make sure that all safety practices and measures, including but not limited to, work zone safety are followed and that personal protective clothing is worn.
- Reports problems to the appropriate supervisor so that all waste disposal issues can be resolved quickly and efficiently and within the guidelines of the city's sanitary rules and regulations.
- Conducts themselves in a professional and courteous manner.
- Ability to determine what constitutes acceptable curbside waste collection items from the established Sanitation Rules and Regulations.
- Places the appropriate violation tags on items as instructed.
- Due to the importance of emergency response during winter weather events, vacations are limited during this time.

SUPERVISION RECEIVED:

Works under the general direction of the Operations Supervisor or his/her designee.

SUPERVISION EXERCISED:

Shall be responsible for the conduct and performance of the assigned crew.

DUTIES AND RESPONSIBILITIES:

- Complies with established safety procedures.
- Ensures that the collection of curbside rubbish and/ or recycling is performed in a timely, clean and orderly fashion.
- Operates equipment including rubbish packers, roll-off trucks, stationary compactors, fork lift, front end loaders and lift gate trucks in accordance with all applicable regulations and safety practices.
- Performs minor maintenance functions on assigned equipment such as checking and maintaining air pressures, fluid levels; lubrication of mechanical joints by installing necessary greases; etc.

- Prepares trip logs, equipment inspection records, collection violation reports and other related records as directed.
- Maintains trucks, equipment and work area(s) in clean and orderly manner.
- Performs miscellaneous maintenance and repair tasks on municipal buildings and on city owned properties.
- Any other related duties that may be required.
- Performs required Department of Public Works tasks such as snow plowing, snow removal, standby and emergency duties, and other essential functions as necessary.

QUALIFICATIONS AND ENTRANCE REQUIREMENTS:

WORKING KNOWLEDGE SECTION:

- Principles and practices pertaining to correct and safe operation of equipment and assigned vehicles.
- Applicable State, Municipal, and Department rules and regulations pertaining to safe operation of assigned motor equipment.
- Rules and regulations relative to proper safety codes.

THE ABILITY TO:

- Recognize conditions requiring maintenance and repair; perform these repairs as necessary.
- Exercise proper professional and technical judgment.
- Operate equipment with a high degree of skill and efficiency.
- Work alone without close supervision.
- Comply with all Federal, State, City and Department policies and provisions.
- Work in difficult positions when necessary.
- Meet physical requirements necessary to perform duties.
- Frequently lift, move, push, pull and/or carry up to 45 lbs.
- Occasionally lift, move, push, pull and/or carry up to 100 lbs.
- Conduct him or herself in a manner that is appropriate and in compliance with the customer service guidelines of the City of Framingham.
- Extensive physical activity performing strenuous daily activities of a primarily industrial nature.
- Frequent stooping, kneeling, crouching, crawling, lifting and carrying.
- Work under varying weather conditions.
- Work scheduled and unscheduled overtime as may be required.

ENTRANCE REQUIREMENTS:

- Graduation from a standard high school, vocational school course or GED.
- One year of experience in the profession, as a motor equipment operator, or equivalent.
- Considerable experience or training in the operation of all types of assigned motor equipment utilized by the City.
- Must possess a valid Commonwealth of Massachusetts Class B license with air brake endorsement and a good driving record.
- Possession of a Massachusetts Department of Public Safety Hoisting Engineers License with 1C and 2B endorsements.
- Good physical condition as evidenced by a physical examination.

PERFORMANCE EVALUATION PROVISION:

- Performance evaluations shall be performed annually by the Division Director or his/her designee.
- These evaluations shall be used to establish goals and objectives, measure progress and accountability, and to identify areas where an employee's performance may require improvement.
- A good performance evaluation shall be the minimum requirement in order to achieve an annual step increase in wage.

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