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

ESSENTIAL 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.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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 in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, 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.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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: ________________

Employee Printed Name: _____________________

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, gender, sex, sexual orientation, 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.