



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## SANITATION EQUIPMENT OPERATOR

### General Statement of Duties

Performs skilled and unskilled maintenance tasks in the Town's Public Works Department.

### Distinguishing Features of the Class

An employee in this class drives a Sanitation Truck and performs manual work in the collection of solid waste, and knuckle boom. Performs manual labor and abides by safety rules and regulations. Work subjects the employee to inside and outside environmental conditions, noise, vibration, and hazards associated with maintenance work, fumes, odors, dusts, mists, gases, and oils. Work may be subject to the final OSHA standards on blood borne pathogens. Assignments are made daily and performed under general supervision of the Public Works Supervisor. Work is evaluated through periodic conferences, observation and inspection of results achieved and review of records, reports and files.

### Duties and Responsibilities

#### Essential Duties and Tasks:

- Operator must be able to operate semi-automated side loading or rear loading trucks to provide service, following division policies and schedules, to rollout carts, recycling carts or yard waste carts as well as other discarded materials which may involve collection/loading by hand in a safe and efficient manner.
- Operate Knuckle Boom truck with skill and accuracy to perform collection of various solid Waste material through a define route.
- Perform daily pre-trip and post trip inspections on all assigned equipment utilizing department forms to document vehicle conditions, to note any mechanical defects and to report mechanical problems to the Fleet Maintenance Division for resolution. Return completed inspection forms to the department office at the completion of each day's assigned route.
- Maintain both interior and exterior vehicle cleanliness including all hidden compartments.
- Accurately fill out daily route sheets for all routes serviced by use of semi-automated side loading or rear loading trucks to capture collection times, weights, routes assisted

on, carts needing repairs and other data as needed. Return the completed form at the completion of each day's assigned route.

- Courteously inform the public of proper container use and collection rules utilizing courtesy cards when possible. Inform proper supervisory personnel of collection problems which require resolution.
- Maintain good working relationships with fellow employees.
- Operator may be assigned to perform other related tasks as assigned.
- Responsible for the safe operation of a variety of heavy equipment while performing different collection activities following equipment operation guidelines, traffic laws, Town Safety and Division policies and procedures.
- Operator must be able to communicate with residents, co-workers, supervisory personnel, and other division personnel to resolve problems associated with assigned collection activities.
- Operator must be able to accurately follow and fill out documentation associated with daily assigned collection tasks including but not limited to pre-trip/post-trip inspection forms, daily route sheets and other associated daily activity reports. Accurate capture of data for each of these forms is used to ensure safe and efficient operation of vehicles as well as provide documentation about daily tasks completed.
- Other duties as assigned.

#### Additional Job Duties:

- Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities:

Requires operation of specialized dual-drive fully automated collection truck. An employee must have the physical agility to move about freely including the ability to walk carrying heavy objects. Medium lifting is required in performing the work.

Knowledge of Town policies and ordinances concerning solid waste management and disposal is required.

## Physical Requirements:

- Operation of side loading/rear loading trucks requires climbing in and out of the vehicle, prolonged sitting, and operating levers as well as the use of mirrors and rear vision cameras. Cleaning activities may require the operator to climb ladders or enter the body compartment of the truck. Collection activities associated with the use of side-loading or rear loading vehicles includes handling medium to heavy weights and requires reaching, grasping, moving, and lifting rollout carts/containers. Operators may also be required to stoop, crouch, twist, toss, carry, bend and lift other residential solid waste/yard waste. These activities may require team lifting of bulky, cumbersome materials or waste. Collection of these materials involves short periods of sitting while driving as well as constant walking or standing. Operator must have the ability to perform continuous manual work at a steady pace and under various weather conditions; ability to understand and follow specific oral and written instructions; ability to read and understand a map. Operators must be able to use hand tools.
- Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform heavy work, exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to make visual inspections of work assigned and completed.

## Desirable Education and Experience:

Graduation from high school and some experience in unskilled maintenance work: or an equivalent combination of education and experience.

## Special Requirements:

- Ability to obtain a valid Class B North Carolina Commercial Driver's License within six months of hire.

The salary range for this position is \$34,239-\$53,041. The hiring range for this position is \$34,239-40,563. This is a salary grade 10.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to [lblanton@selma-nc.com](mailto:lblanton@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.