



City of Columbus

Applications can be picked up in the Personnel Office at Columbus City Hall, 123 Washington Street, Columbus IN 47201 or obtained online at www.columbus.in.gov on the Career Link. Applications may be submitted at humanresources@columbus.in.gov

Date of Request: 2/19/19

Start date: 4/01/19

Department: Sanitation Department

Position Title: Part-Time Driver 1

Report to: Sanitation Foreman, Director Department Public Works

Salary Range: \$11.29 - \$16.12

Working Hours: 7am-3pm, Monday-Friday, holidays, weekends & overtime as required (*often 40+ hours in the fall and summer, not to exceed 1559 hours per year*)

FLSA: FLSA Non-Exempt, Part-time, Safety-Sensitive

Type of Position: *Part-time*

Application Deadline: 3/29/19 @ 5:00 P.M.

General Summary:

Collect and load trash, recyclables, and other debris into packer truck; shovel, rake, and sweep miscellaneous debris for collection; secure cables and operate packing levers to empty trash and recycling containers; load brush into and operate brush chipper; assist in performing preventive maintenance on trucks and vehicle cleaning; drive trucks as needed; perform related work as required. This is a part-time, seasonal position not to exceed 1559 hours per year and offers no benefits. Part-time employees are welcome to apply for full-time positions at the city and often are the most qualified as they already know the routes, duties, and work required.

Specific Duties:

- Collect and load trash, recyclables, and other debris into packer truck
- Collect and load limbs, brush, and leaves into packer truck
- Collect and load limbs, brush into brush chipper
- Shovel, rake, and sweep miscellaneous debris for collection
- Secure cables and operate packing levers to empty trash and recycling containers
- Assist in performing preventive maintenance on trucks and equipment and vehicle cleaning
- Responsible for driving daily routes
- Perform related work as required

Education and/or Qualifications:

High school diploma or equivalent preferred: knowledge of and ability to drive heavy and light duty trucks; knowledge of I.O.S.H.A. regulations.

Ability to read & write work order tickets; knowledge of City streets & ability to read street name signs.

Must be able to work holidays, weekends and over-time as needed.

Job requires bending, sitting, lifting, pulling all day, and must be able to regularly, multiple times a day, lift at least 30 lbs.

Licenses or Certifications:

Valid Driver's license and good driving record and able to drive and be insured as employee while driving at all Times.

Judgment:

Judgment based on established policies and procedures

Supervisory Responsibility:

Receives instructions before and during work to complete assigned tasks. Many duties are routine.

Relationships Responsibility:

Ability to deal tactfully and responsively with the general public and the ability to work in harmony with other employees and supervisors

Working Conditions:

Duties require considerable physical effort, continual work out-of-door and in inclement weather. Frequent exposure to dirt, dust, and other unsanitary conditions.

Remarks:

Must be able to work over-time, holidays and weekends as required.

***Note:** This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.*

This position is also subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, and return-to-work testing and follow-up testing.

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M/F/H/V**