

# VITALE-ROBINSON COMPANIES

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Job Description: Roll Off Truck Driver

Primary Location: Auburn, Groton, Jamesville, Brewerton or Red Creek

Essential Responsibilities and Tasks

## **Work Availability**

- Must be available to work six days a week (Monday-Saturday)
- Must be able to work a maximum of 12 hours per day as regulated by the NYSDOT. Special circumstances may arise requiring you to work longer than 12 hours.
- Must be flexible to adapt to changing start times
- Must comply with Company's absence and attendance policy & procedures

## **Competency Requirements (Must be able to)**

- Identify problems and resolve them using reason no matter what type of situation
- Write legibly using the English language to fill out reports
- Must possess strong communication skills and speak clearly no matter what type of situation you are in
- Operate as a team, listen to others without interruption, control emotions while giving feedback, build positive moral with others, and focus on resolving conflict peacefully
- Complete work efficiently while working on increased productivity
- Must listen to management, follow instructions, and take responsibility for your actions

## **Physical Demands of the Job (Must be able to)**

- Sit for long periods of time
- Stand and walk while carrying items over different terrains
- Lift, carry, push, and pull items from 5 to 80 pounds
- Climb stairs and ladders while using three points of contact
- Crouch, crawl, and or kneel for short periods of time
- Bend, twist, and turn your body for short periods of time
- Perform repetitive motions for long periods of time (operating vehicle controls)
- Grip handrails, tools, vehicle controls and materials
- Reach in all directions (up, down, left and right)
- Must have good distance and depth perception

## **Environmental Demands (Must be able to)**

- Work outside in adverse weather conditions for long periods of time
- Work in noisy environments
- Endure the vibrations of the vehicle while in operation.
- Work in dusty conditions (on jobsites and in the yard)

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## **Safety**

- Must possess and maintain a CDL class B or higher and a current DOT med cert or A3 & K restrictions
- Must have and maintain a clean driving record
- Must work in a safe manner and encourage others to be safe as well
- Must maintain vehicle in a clean, organized, and safe condition
- Must use equipment properly and handle materials safely
- Must work well under pressure, treat others with respect, handle situations in a tactful manner and follow through on duties and commitments
- Must report any and all unsafe conditions to your supervisor or jobsite contractor
- Must observe all safety precautions and rules specified by federal, state, and Company regulations
- Must report all accidents, injuries, and incidents, immediately and complete a report for the same on the day of occurrence
- Must attend required safety meetings, wear proper work attire (hard hat, safety glasses, vest, work boots, etc.)
- Must drive and operate the truck safely and deliver materials to various locations

## **Pre-trip Activities**

- Perform NYS DOT regulated safety pre-trip inspection of assigned vehicle (i.e. check oil, water, fuel, lights, tires, etc.) and conduct airbrake check test. If there are any deficiencies found you are to notify the maintenance supervisor and follow his instructions. If there are no defects found you will turn in your pre-trip inspection sheet and contact dispatch and inform them you're leaving the yard

## **Highway Driving**

- Review the order and be confident that you have the proper directions to the jobsite
- Drive in compliance with State and local traffic laws and extend courtesy to other vehicles on the roadway
- Be prepared to safely navigate roadways, jobsites, and traffic situations during adverse weather conditions.

## **Job Site Operations**

- Evaluate the safest and best way to enter the job site, get your ticket signed prior to entering the job site if possible
- Collect money if the job is C.O.D
- Confirm with the customer where the container needs to be set, if necessary, make suggestions for alternative safer locations with better access
- Make decision regarding container location based on safety and driveway damage considerations
- Load or unload the container at the job site without damage to equipment, framework, utilities, adjacent properties, etc.
- Work with the customer to achieve maximum customer service

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- Review your order and visually inspect the load for correct material and landfill destination
- Check and make sure the back door is secure for travel
- Maneuver any materials that are sticking above the top rail
- Tarp the container and use bungees if possibility of blowing materials
- Complete a walk around inspection of your vehicle to make sure your vehicle and container are clean and ready for travel (ALL CONTAINERS MUST BE SECURED TO THE FRAME)
- Must keep your progress updated on your tablet throughout your day

## **Quality Control**

- Review your order and visually inspect your load for correct materials and landfill destination
- Review your order for the correct customer name, address and any special instructions
- Enter the disposal ticket information correctly
- Must take a picture of the can being delivered and enter the correct can number

## **Throughout the Day**

- Process required paperwork (truck reports and trip tickets)
- Maintain appearance and condition of your assigned vehicles inside and out

## **End of Shift Duties**

- Fuel your vehicle, and clean the inside and outside
- Perform a NYS DOT regulated post-trip inspection and write up any vehicle maintenance problems or potential problems to ensure the vehicle is operable for the next day
- If you write up a safety related problem, contact the maintenance supervisor and review your write-up prior to leaving.
- Punch out and have a great night