



DATE: March 1, 2019

RE: Job Posting – Refuse Driver/Loader

This is to advise that the Sanitary District is seeking a Refuse Driver/Loader. This job involves driving a packer-type truck, dump truck, trucks equipped with hydraulic lifting devices, or other trucks and/or vehicles as assigned, to collect garbage, disposed household items, and other refuse. The job also involves loading garbage into packer, assisting with unloading garbage, and other duties as assigned.

A high school diploma, or GED equivalent, and the possession of a valid Class B, or higher, Commercial Driver's License (CDL) are required. A copy of the job description is attached.

Application packets can be obtained at the Sanitary District's Administrative Office located at 1100 E. Eighth Street or at <http://www.mcsan.org/Driver-Loader-packet.pdf>.

Completed applications will be accepted at the Sanitary District Administration Office located at 1100 E. Eighth Street, Michigan City, IN, 46360, Monday through Friday, from 7:00 am to 3:30 pm. Application deadline: 3:30 pm, March 8, 2019.



MICHIGAN CITY SANITARY DISTRICT

JOB DESCRIPTION

JOB TITLE: Refuse Driver/Loader

DEPARTMENT: Refuse Department

FLSA Status: Non-exempt

GENERAL DESCRIPTION

The Refuse Driver/Loader collects garbage, disposed household items, and the other refuse and trash by performing the duties identified below and/or drives a packer-type truck, dump truck, trucks equipped with hydraulic lifting devices, or other trucks and/or vehicles as assigned, to collect garbage, disposed household items, and other refuse and trash by performing the duties identified below.

SUPERVISION RECEIVED AND EXERCISED

This position receives direct supervision from the Refuse Foreman and general supervision from the Refuse Superintendent and General Manager. The Refuse Driver/Loader provides leadership and direction to the Refuse Loaders.

DUTIES

- Operate all equipment in a safe and efficient manner in accordance with all applicable rules and regulations.
- Comply with all applicable safety requirements while working.
- Gathers and carries containers from individual yards or locations along route and dumps refuse from containers onto/into Refuse Packer Truck, Dump Truck, or other trucks/equipment.

- Operates the hydraulic lifter mechanisms and packing mechanisms as instructed.
- Drive trucks on designated route to pick up and load garbage, disposed household items, and other refuse onto the truck and transport and dispose same according to set policies and procedures.
- Assist with pick-ups in other areas as needed.
- Load garbage into packer when necessary.
- Transport load to disposal facility.
- Assist in unloading garbage and/or dumps garbage from truck.
- Record mileage and fuel consumption.
- Clean trucks as scheduled and/or required.
- Perform safety and maintenance checks on vehicles and equipment, as required.
- Perform crew leadership for the Refuse Loaders assigned to his/her truck.
- Practice workplace safety.
- Other duties as assigned.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND ABILITIES

The following education, knowledge, and experience requirements and preferences will qualify the candidate for this position:

Education and Licenses

The following education and license requirements and/or preferences apply:

- A High school Diploma or GED from an accredited High school is required.
- A Valid Commercial Driver's License Class B, or higher, is required.

Knowledge

This position requires the Knowledge of:

- Truck and equipment safety.
- Refuse truck and equipment operation.
- Traffic Safety.
- Garbage collection and disposal procedures.
- Record keeping systems.
- Equipment cleaning standards and procedures.

Experience

The following experience requirements and/or preferences apply:

- A minimum of 3 years of CDL Driving experience is preferred.
- Prior refuse truck driving experience is preferred.
- Foreman/crew leader experience is preferred.

Abilities

This position requires the ability to:

- Operate single and dual axle trucks in a safe and responsible manner.
- Operate other equipment in a safe and responsible manner.
- Provide excellent customer service and to communicate and interact with the public in a friendly and positive manner.
- Work in a team environment.
- Effectively communicate verbally and to listen and follow instructions.
- Read and write legibly.
- Record pickups and maintain daily records.
- Regularly lift and/or move up to 100 pounds.

SPECIAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers to grab, lift, and move refuse. The employee must have the ability to reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, and smell. The employee must regularly lift and/or move 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL WORKING CONDITIONS

Persons in this position require moderate physical activity over long periods and occasional strenuous activity. The position may also include frequent disagreeable working conditions such as noise, fumes, odor, and chemicals located near the work site. While performing the duties of this job, the

employee is regularly exposed to refuse, garbage, and other debris, moving mechanical parts, precarious places, fumes or airborne particles, vibrations, and outside weather conditions including rain, snow, extreme heat and extreme cold. The noise level in the work environment is usually very loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.



SANITARY DISTRICT OF MICHIGAN CITY, INDIANA
APPLICATION FOR EMPLOYMENT
 An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: Refuse Driver/Loader Today's Date: _____

Are you seeking: Full-Time Part-Time Temporary/Seasonal employment? Start Date: _____

Last Name _____ First Name _____ Middle Name _____ Telephone Number _____

Present Street Address _____ City _____ State _____ Zip _____

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes No
 If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Social Security Number (optional) _____

Have you ever applied here before? Yes No If yes, when? _____
 Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes No
 If yes, give details _____
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment? Yes No
 If yes, please explain _____

For Driving Jobs ONLY: Do you have a valid driver's license? Yes No
 Driver's License Number: _____ Class of License _____

Have you had your Driver's License suspended or revoked in the last three (3) years? Yes No
 If yes, give details _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status). _____

| List Name and Address of Schools | No. of Years Completed | Diploma/Degree/Certificate | Subjects Studied |
|---|------------------------|----------------------------|------------------|
| High School or GED: _____ | | | |
| College or University: _____ | | | |
| Vocational or Technical: _____ | | | |
| What skills or additional training do you have that relate to the job for which you are applying: _____ | | | |
| What machines or equipment can you operate that relate to the job for which you are applying: _____ | | | |

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

| | | |
|------------------|-----------|--|
| NAME OF EMPLOYER | | JOB TITLE AND DUTIES |
| ADDRESS | | DATES OF EMPLOYMENT From: _____ To: _____ |
| CITY, STATE, ZIP | | PAY Start: \$ _____ Final: \$ _____ |
| SUPERVISOR | TELEPHONE | REASON FOR LEAVING |

| | | |
|------------------|-----------|--|
| NAME OF EMPLOYER | | JOB TITLE AND DUTIES |
| ADDRESS | | DATES OF EMPLOYMENT From: _____ To: _____ |
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| | | |
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| SUPERVISOR | TELEPHONE | REASON FOR LEAVING |

| | | |
|---|------------------------------|-----------------------------|
| Have you worked or attended school under any other name: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, give details. _____ | | |
| Are you presently employed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, whom should we contact? _____ | | |
| Have you ever been fired from a job or asked to resign? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please explain. _____ | | |
| List three references, not relatives or former employers: | | |
| Name: | Address | Phone |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Please Read Each Statement Carefully Before Signing

I certify that all information provided in this employment Application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later. I also understand that the employer may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this Application. I also authorize whether listed or not, any person, school, current employer, past employer and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that this Application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. I have read, understand and by my signature consent to these statements.

Signature: _____ Date: _____