**Lead Solid Waste & Recycling Collection Operator Standard Job Description**

**Classification Title:** Lead Solid Waste & Recycling Collection Operator

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:** $27.27

**Job Description Summary:**

The Lead Solid Waste and Recycling Collection Operator, under general supervision, operates the solid waste/recycling routes, trains subordinate employees, maintains billing records, schedules maintenance and writes specifications for new or leased vehicles.

**Essential Duties and Tasks:**

**30% Recordkeeping**

* Maintains solid waste collection billing records. Performs recordkeeping (prepares route sheets, completes work orders, submits time, and completes required trainings).

**20% Customer Service**

* Meets with customers to determine needs, scheduling, and placement, and gathers billing information

**20% Operation**

* Operates a solid waste and recycling collection vehicle.

**10% Training**

* Trains Solid Waste and Recycling Collection Operators.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Five years of experience required.

**Required Licenses and Certifications:**

* State of Texas class “B” driver's license, or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate clearly and effectively to ensure understanding.
* Strong interpersonal and organizational skills.
* Strong in customer service.
* Strong written and oral communication skills.

**Machines and Equipment:**

* Vehicle
* General Office Equipment
* Solid Waste & Recycling Services

**Physical Requirements:**

* Ability to move (light, moderate, or heavy) objects.
* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**