



## STARK-TUSCARAWAS-WAYNE JOINT SOLID WASTE MANAGEMENT DISTRICT

9918 Wilkshire Blvd NE • Bolivar, OH 44612  
(330) 874-2258 • (800) 678-9839 • (330) 874-2449 FAX  
[www.timetorecycle.org](http://www.timetorecycle.org) • [district@timetorecycle.org](mailto:district@timetorecycle.org)

David Held      Erica Wright  
*Executive Director      Finance Director*

DATE: May 14<sup>th</sup>, 2018      COPIES TO: Stark and Wayne County Garages  
RE: Part-Time Position Posting  
FROM: Steven Tharp, Operations Coordinator      TO: Public

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### Part-Time CDL Driver Position

The Stark-Tuscarawas-Wayne Solid Waste Management District is accepting resumes for the position of Part-Time CDL Driver. This position has the potential to develop into full time employment. Interested applicants should submit a resume providing your training and experience to Steven Tharp, Operations Coordinator. A CDL is required for this posting.

Send Resume to:  
Steven Tharp, Operations Coordinator  
9918 Wilkshire Blvd NE  
Bolivar, Ohio 44612

Or Email: [steve@timetorecycle.org](mailto:steve@timetorecycle.org)

### Essential Duties

- Operates District trucks in order to pick up and drop off recycle containers and to provide curbside pickup of recyclables when needed.
- Maintains or services drop off containers and monitors and ensures the cleanliness of collection sites.
- Inspects trucks to ensure the proper operation of lights, brakes, horn, wipers, etc.; checks tires for proper air levels and checks oil and other fluid levels; fixes minor mechanical problems and notifies supervisor of significant mechanical problems.
- Demonstrates regular and predictable attendance.
- Maintains required licensure.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- May be asked to assist in recycling site cleanups

**Please refer to the attached document for the full job description.**

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### BOARD of DIRECTORS

Stark  
Janet Weir Creighton  
Richard Regula  
Bill Smith

Tuscarawas  
Chris Abbuhl  
Kerry Metzger  
Joe Sciarretti

Wayne  
Ron Amstutz  
Ann Obrecht  
Sue Smail

**Stark-Tuscarawas-Wayne Joint Solid Waste Management District**  
**Position Description: Driver**

<b>Title:</b>	<b>Driver</b>
<b>Department:</b>	<b>Solid Waste District</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Pay:</b>	<b>Hourly</b>
<b>Civil Service Status:</b>	<b>Classified</b>
<b>Last Revised</b>	<b>January 10, 2014</b>

### **Essential Duties**

- Operates District trucks in order to pickup and drop off recycle containers and to provide curbside pickup of recyclables when needed.
- Maintains or services drop off containers and monitors and ensures the cleanliness of collection sites.
- Inspects trucks to ensure the proper operation of lights, brakes, horn, wipers, etc.; checks tires for proper air levels and checks oil and other fluid levels; fixes minor mechanical problems and notifies supervisor of significant mechanical problems.
- Demonstrates regular and predictable attendance.
- Maintains required licensure.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### **Other duties and responsibilities**

- Prepares and submits work and equipment records and any other required documentation.
- Performs other related duties as required.

### **Equipment Operated**

- Recycle trucks and pickup trucks

### **Employment Standards**

#### **Knowledge of:**

- Safety practices and procedures
- District policies and procedures
- Traffic laws governing truck operations
- Proper lifting techniques
- Local geographical area

**Stark-Tuscarawas-Wayne Joint Solid Waste Management District**  
**Position Description: Driver**

**Skill in:**

- Motor vehicle operation.

**Ability to:**

- Carry out instructions in written, oral or picture form.
- Deal with problems involving few variables within familiar context.
- Develop and maintain effective working relationships.
- Travel to and gain access to work sites.
- Exert 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to lift, carry, push, pull or other move objects.

**Desirable Education and Experience**

- Completion of secondary education plus one (1) year of experience in the operation of a commercial motor vehicle or equivalent preferred.
- Must possess a Class B Commercial Driver's License (CDL)
- Must maintain eligibility for coverage under the District's vehicle insurance policy.

**Work Environment**

The employee is exposed to motorized vehicles and adverse weather conditions; may be exposed to unsanitary or hazardous household waste.

**Employee Signature**

*I have read the above job description and understand its contents. I understand that the information contained herein is not intended to be an exhaustive list of all responsibilities, duties and qualifications required in performing the job.*

\_\_\_\_\_  
**Name (Please Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**