

HAULING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing and participating in the trucking of waste materials and DPW heavy equipment. An incumbent regularly operates a tractor-trailer. Duties are performed under the general supervision of the Waste Management Coordinator with allowance made for the use of independent judgement in carrying out the duties of the position. General supervision is exercised over subordinate drivers. The Hauling Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Assigns drivers and substitutes to hauling routes;
- Coordinates trailer pickups for optimum efficiency to minimize hauling empty trailer;
- Conducts orientation of new drivers and arranges for in-service training;
- Administers personnel procedures for subordinates, including evaluation and discipline, scheduling vacation and personal leave, monitoring sick leave use, and conducting driver applicant interviews;
- Monitors routine servicing of equipment by drivers;
- Operates a tractor-trailer hauling materials and equipment;
- Supervises and participates in the safe and efficient loading of vehicle;
- Performs routine servicing on own truck;
- Maintains vehicle service record;
- Checks the mechanical condition and appearance of vehicle prior to use.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of tractor-trailer vehicles and heavy trucks; good knowledge of the Cattaraugus County road system; working knowledge of truck components and repair terminology; skill in the safe and efficient operation of tractor-trailer vehicles; ability to service and make minor repairs to assigned vehicle; ability to schedule and supervise the work of others; ability to maintain employee time records and evaluations; ability to operate vehicles in accordance with New York State Vehicle and Traffic Laws; mechanical aptitude; manual dexterity; initiative; dependability; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a *Class A* New York State Driver's License at time of appointment and at least one year of experience operating a motor vehicle weighing over 18,000 pounds maximum gross weight.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/14/92