

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: CDL Solid Waste Truck Driver

SALARY RANGE: \$20.00-\$25.00 DOE

DEPARTMENT: Tribal Utility Authority

POSITION STATUS: Part Time, Hourly

SUPERVISOR: TUA Office Manager

JOB POSTING ID: 25235-TUA

Accepting applications: 5/25/23-6/8/23

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent will be responsible for operating a variety of solid waste vehicles to collect and transport solid waste materials. Operates various types of solid waste collection trucks, operates mechanism for loading, compressing, and dumping refuse materials; drives to designated area to deliver refuse materials; safely operates the solid waste collection truck; safely operates the packing and dumping apparatus; assures that solid waste collection truck is properly fueled, equipped, lubricated, and serviced, washes interior and exterior of solid waste collection truck, and reports needed repairs immediately.

TYPICAL FUNCTIONS:

- Maintain safe and efficient operation of solid waste collection and transport equipment and vehicles.
- Perform pre-trip/post-trip vehicle inspections and complete daily work sheet for equipment operated.
- Keep work location and vehicle in order.
- Knowledge of – traffic laws involved in equipment operations, safe operations of and safety precautions necessary in operation of equipment, including various types of solid waste collection trucks.
- When needed, assist the solid waste crew in the collection of the solid waste itself and other duties which the department may be called upon to perform for the department and Pueblo.
- Assist in the disposal of metal waste.
- Assist with yard cleanup.
- Do minor repairs of the vehicle and equipment.
- Ability to - communicate effectively orally and in writing; understand and conduct written and oral instructions; establish and maintain effective working relationships with supervisors, fellow employees, and the community.
- When needed, assist the solid waste crew in the collection of the solid waste itself and other duties which the department may be called upon to perform for the department and Pueblo.
- Other duties as assigned.

REQUIRED COMPETENCIES:

Integrity / Honesty

- All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to proper behavior between staff and guest. Incumbent must conduct oneself above the appearance of doing something wrong.

Goal and Task Management

- Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

Teamwork

- All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

Collect and Organize Information

- Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.

Occupational hazard elimination knowledge

- Must have intermediate knowledge of proper handling and elimination of solid and hazardous waste.

Flexibility

- Incumbent in this position must be able to accept rapid change in job assignments, schedules, or priorities.

Effort and Initiative

- Incumbents in this position must have the ability to work and take action without specific direction and without being monitored.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent is required AND a minimum of one year of experience driving a Class "A" CDL Commercial Vehicle as a Solid Waste Collector or a combination of education and experience.
- Possession of a valid Class "A" CDL driver's license.
- Must be able to lift a minimum of 50 pounds on a regular basis and sustain prolonged walking, stooping, bending, and standing.
- Extended working hours, including weekends, holidays, and admin days, may be required.
- Must possess a valid driver's license and must be insurable through Santo Domingo Tribes' liability plan.
- Must be able to satisfactorily pass a background check.
- Must be 21 years of age for insurance purposes.
- Covid-19 vaccination required. Reasonable accommodation considered.

HOW TO APPLY

Please submit complete application packet.

- By email: HR@kewa-nsn.us
 - Subject line: **CDL Solid Waste Truck Driver-- [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- Online: <https://santodomingopueblo.isolvedhire.com>

- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume