

Class Title: Refuse Collector Apprentice

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs all instructional and other requirements in the Refuse Collector Apprentice Program. Collects waste from residential property according to an assigned route. Maintains and monitors the truck for any necessary repairs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Acquires knowledge and acclimation necessary to become a Refuse Collector, Senior by obtaining a Commerical Driver’s License. Attends classroom instruction, taking notes, contributing to discussion, taking academic tests, and participating in practical exercises.
2	H	Collects and disposes of waste by operating an automated truck, using the truck to pick up ninety gallon garbage cans, furniture, tree limbs, etc. from the curb, replacing damaged trash cans as needed, and traveling to the transfer station to empty the truck. Lifts boxes, bags of yard waste, furniture, tree limbs, etc. into collection truck; places waste, furniture and other refuse into collection trucks.
3	S	Interacts with citizens and customers by explaining waste collection codes and procedures.

CSC Adopted: June 2006, CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge necessary to understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to four years of high school or equivalency.
Experience	No experience required.
Certifications and Other Requirements	Valid Driver’s License. Must successfully pass all entry level testing and assessments.
Reading	Work requires the ability to read policies, procedures, maps, and signs.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	N/A
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers.

CSC Adopted: June 2006, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Steps on back of vehicle, transfer station, vehicle maintenance, meetings
Sitting	O	To/from routes, to/from transfer station
Walking	C	To/from residence pick up location, to/from residential houses, vehicle maintenance
Lifting	F	Bags, trash cans, yard waste or other special collection
Carrying	F	Bags, trash cans, yard waste or other special collection
Pushing/Pulling	F	Bags, trash cans, yard waste or other special materials
Reaching	F	Bags, trash cans, yard waste or other special materials, cleaning of vehicles
Handling	F	Bags, trash cans, yard waste or other special materials
Fine Dexterity	R	Hand controls on truck, writing
Kneeling	O	Retrieval of yard waste, trashcans or containers
Crouching	O	Retrieval of yard waste, trashcans or containers
Crawling	R	Retrieval of yard waste, trashcans or containers
Bending	F	Retrieval of yard waste, trashcans or containers
Twisting	F	Retrieval of yard waste, trashcans or containers, dismounting from truck, handling refuge
Climbing	F	Steps, retrieval of yard waste, trashcans or containers
Balancing	F	Steps, return of trash cans
Vision	C	Reading, viewing route, precautionary procedures
Hearing	C	Communicating with personnel and general public, meetings
Talking	C	Communicating with personnel and general public, meetings
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: June 2006, CSC Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Rear Loader, side loader, gloves

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	S	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	S
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

(1)

(2) Assigned routes of collection

PROTECTIVE EQUIPMENT REQUIRED:

Rain suit when necessary, safety vest, eye protection, gloves, face mask, steel-toed shoes, back brace

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	C
Other (see 3 below)	N

(3)