

Class Title: Refuse Collector Lead

BRIEF DESCRIPTION OF THE CLASSIFICATION:

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	H	Collects and disposes of waste by operating either an automated, boom, semi-automated, or a rear-loader 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, and etc. into collection truck; places waste, furniture and other refuse into collection trucks.
2	H	Maintains the truck by filling the vehicle with fuel, washing and sweeping it out, and ensuring that the brake and back up lights are functioning properly.
3	L	Monitors crew activities by training employees on safety procedures, observing their performance, and investigating public concerns.
4	D	Conducts CDL Pre-Trip and Post-Trip Inspections on each vehicle assigned to drivers on their team.
5	D	Reviews all reports submitted by assigned drivers to ensure completion and accuracy.
6	S	Interacts with citizens by explaining refuse collection codes and procedures.

CSC Adopted: October 2001; CSC Revised: April 2004, September 2011, September 2017

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Four years' experience in refuse collection or related.
Certifications and Other Requirements	Valid CDL Driver's License; Must successfully pass all entry level testing and assessments.
Reading	Work requires the ability to read maps, instructions, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write basic daily reports, accident or injury reports, and general correspondence.
Managerial	Managerial responsibilities include planning and directing refuse collection activities in supervisor's absence.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
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.

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

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Automated and semi-automated trucks, boom truck, rear-loader truck and vehicle, cell phone, pager, radio, computer, Standard Microsoft Windows and Office software, Wash Rack (steam cleaner) to wash vehicles.

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	S
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	S
Communicable Diseases	S	Darkness or Poor Lighting	S
Physical Danger or Abuse	S		
Other (see 1 below)	N		

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

- (1)
- (2) or assigned route

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, safety vest, goggles or eye protection, back brace, steel toe shoes or boots

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	F
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)