

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Refuse Equipment Operator – Job Description
POLICY NUMBER: 2350
ADOPTED: May 14, 2018
REVIEWED:
AMENDED:

2350.10 General Job Description

The Refuse Equipment Operator is hired by the General Manager and evaluated annually by the Public Works Superintendent, which evaluation is presented to the General Manager for recommendations. He or she works under the direction and supervision of the Public Works Superintendent and/or the General Manager.

2350.11 Operates various types of solid waste collection vehicles and equipment on assigned route; performs commercial and residential refuse collection activities; drives to designated landfill, transfer site or other disposal site and deposits materials as instructed; performs minor maintenance on solid waste vehicles and equipment in a safe and efficient manner.

2350.12 Performs pre-trip and post-trip truck and equipment inspections to ensure safe operating conditions. Performs regular servicing as recommended in manufacturers operations manuals and outlined in District equipment maintenance policy and procedures.

2350.13 Effectively operates heavy duty automated and semi-automated equipment in the routine collection of domestic refuse, dry trash and green waste throughout the District.

2350.14 Drives and operates District vehicles and equipment including vehicles requiring a Class B Driver's License with air brake endorsement.

2350.15 Drives trucks along established routes through residential streets, alleys and commercial areas.

2350.16 Drives to disposal sites to empty trucks that have been filled. Operates equipment that compresses the collected refuse. Operates automated or semi-automated hoisting devices that raise refuse bins and dump contents into openings in truck bodies.

2350.17 Demonstrates proper methods, standards and use of equipment; responsible for personal safety as well as safe operation of equipment and safety of the general public in proximity.

2350.18 May dismount refuse trucks to collect garbage and remount trucks to proceed to the next collection point.

2350.19 Coordinates routes, work schedules and special events with the Public Works Superintendent and co-workers to ensure all solid waste collection needs are met in a safe efficient manner. Communicates with the Public Works Superintendent concerning delays, unsafe sites, accidents, equipment breakdowns, and other maintenance problems.

2350.20 Job Description Continued

2350.21 Keeps informed of road and weather conditions to determine how routes will be affected.

2350.22 Responds to public inquiries and provides information within areas of assignment in a courteous manner. Reports public inquiries, complaints and/or requests for emergency service to the Public Works Superintendent in a timely manner.

2350.23 Check job sites for potential hazards, determine precautions for safe equipment operation, performs assignments in compliance with safety regulations and the District's code of safe practices, performs scheduled facility safety inspections.

2350.24 Haul or transport equipment to and from job sites, inspect equipment, make operating adjustments and perform preventative maintenance and repair.

2350.25 Maintain accurate and complete records of work performed.

2350.26 Assist in snow removal operations as needed and maintenance of related equipment.

2350.27 Assists the District Park Worker as directed to efficiently and productively maintain, repair and perform light construction work on the District's park, buildings and grounds, repair vehicles and equipment.

2350.28 Assist the District Utility Workers as directed to efficiently and productively maintain, repair and perform light construction work on the District's water distribution and wastewater collection systems (under supervision) , buildings and grounds, repair vehicles and equipment.

2350.29 This position may occasionally supervise up to one person in the training of relief operators.

2350.30 Prerequisite Qualifications

2350.31 High school diploma or the equivalency thereof.

2350.32 Must have a satisfactory driving record.

2350.33 Must possess a valid Class B driver's license with air brake endorsement.

2350.34 Knowledge of safety standard practices governing the operation of vehicles.

2350.35 Knowledge of traffic laws.

2350.36 Knowledge of the principles, operation and servicing of trucks and related equipment.

2350.37 Ability to perform routine maintenance and minor repairs to equipment.

2350.38 Ability to read and understand vehicle operator's manuals, maps and miscellaneous instructions, forms and reports.

2350.39 Must exhibit regular and reliable attendance

2350.40 Basic Work Hours

Regular office staff hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30. Alternative work hours may be established by the District as necessary to facilitate snow removal in a safe and efficient manner d/or emergency situations.

2350.50 Essential Job Duties

The Refuse Equipment Operator is required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2350.51 Task: Operates various types of solid waste collection vehicles and equipment on assigned route; performs commercial and residential refuse collection activities; drives to designated landfill, transfer site or other disposal site and deposits materials as instructed; performs minor maintenance on solid waste vehicles and equipment in a safe and efficient manner.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

2350.52 Task: Perform safety inspections.

Physical Demand: Sitting, standing, walking, climbing stairs, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, vehicle.

2350.60 Marginal Job Duties

2350.61 Task: Assist in water and sewer operation, construction and maintenance.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; exposure to paints, chemicals and household hazardous waste.

2350.62 Task: Assist in park maintenance duties.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision; distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

2350.63 Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

2350.64 Task: Perform general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs., climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2350.70 Environmental Demands

2350.71 Outside: Usually works outside in a variety of weather conditions ranging from snow to +100 degrees Fahrenheit.

2350.72 Inside: Seldom. Works indoors in temperature-controlled environment.

2350.73 Fumes/Gases: Exposure to fumes from internal combustion engines, exposure to dust generated during construction operations, exposure to fumes from sewer gasses and weed control chemicals.

2350.74 Noise/Vibration: Moderate exposure to noise, moderate vibration from tools and equipment.

2350.80 Mental Requirements

2350.81 Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

2350.82 Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked and descriptions of work done.

2350.83 Math: Ability to perform basic math calculations. Ability to count and measure.

2350.84 Attention to Detail: Medium-level concentration and attention to detail to produce an acceptable level of workmanship.

2350.85 Repetition: Routine daily work practices.

2350.86 Judgment: Works under general supervision; moderate judgment required.

2350.87 Social Skills: Ability to relate cooperatively with members of the Public and District personnel.

2350.88 Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

2350.90 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.