

REFUSE AND RECYCLABLE COLLECTOR

DEFINITION

Under general supervision, performs routine solid waste and recyclables collection and disposal work; performs minor maintenance and repair of sanitation vehicles and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Grounds.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for solid waste and recyclables collection and disposal throughout District grounds, buildings, facilities, and sports fields. Incumbents are expected to work independently and exercise judgment and initiative, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Performs routine solid waste and recyclables collection and disposal on prescribed District routes, including removing waste around bins and truck, running compactor to pack loads to appropriate weight, and retrieving containers and replacing in assigned area.
- Operates a variety of solid waste vehicles, tools, and equipment, including solid waste carts, skip loaders, forklifts, and other utility vehicles in a safe and accurate manner.
- Collects and breaks down cardboard; loads and unloads bins, bags, and other containers and materials by hand as necessary.
- Inspects and reviews the condition of sanitation vehicles and equipment before and after routes; performs preventative maintenance of vehicles and equipment, including checking oil and water levels, brakes, and lights, washes and cleans vehicles; fills and greases vehicles.
- Observes and reports overweight, unsafe, or broken dumpsters; maintains bins on assigned routes.
- Records and maintains work and material records.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing vehicles and equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Performs a variety of grounds maintenance general duties such as special event preparation, landscape maintenance and athletic field preparation as directed.
- Performs a variety of custodial duties incidental to grounds keeping, including cleaning parking lots, walkways, and driveways.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, vehicles, tools, and equipment used in solid waste collection and disposal.
- Safe operation and routine maintenance of a variety of tools, vehicles, and equipment.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Perform a variety of tasks related to solid waste collection and disposal operations and related projects.
- Skillfully and safely operate a variety of tools and equipment required for the work.
- Perform basic preventative maintenance of equipment and tools.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Troubleshoot maintenance problems and determine materials, costs, and supplies required for repairs and maintenance projects.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures laws, and regulations.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Operate a truck, and observe legal and defensive driving practices.
- Operate a skip loader, forklift and trash cart.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and six (6) months experience in the collection and disposal of solid waste and recyclable materials.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- Possess or be able to pass the certification for forklift operation (Lift-Truck Operations) within the probationary period.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces and around machines; to climb and descend vehicles, and to operate varied vehicles, tools, and equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and/or facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.