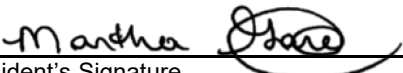


Job Description(s) for President's Cabinet Review - October 8, 2024

Job Description	
Title:	Refuse and Recyclable Collector
Unit:	CSEA 651
Range:	49 (<i>Previously 46</i>)
Synopsis:	Modification
Rationale:	The Classification Committee recommended the salary range be increased from B-46 to B-49. The job description was also revised to be more reflective of the necessary essential functions and experience and education needed to be successful in this classification; standard language was added.
Incumbent:	2
Approved?	


President's Signature

October 8, 2024
Date

Comments:

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 **heavy equipment for loading large amounts of solid and organic waste from large stalls into bins and transporting large waste containers. Operate high-power pressure washers and steam cleaners for stained liquids and debris on or around containers, equipment, and hardscape.**

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor **managerial personnel.**
Provides guidance and on-the-job training to staff.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for solid waste, **organic**, and recyclables collection and disposal throughout District **College** grounds, buildings, facilities, **parking structures, athletic complexes,** and sports fields. **This position also operates heavy equipment such as skip loaders, brush or dump trucks, and forklifts for loading bins and clearing out stalls; monitors remote software program container systems for organic, recyclable, or waste material pick up using College provided equipment.** 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)

1. Performs routine solid, **organic** waste and recyclables collection and disposal on prescribed District routes, including removing waste around bins and **truck containers**, running compactor to pack loads to appropriate weight, and retrieving containers and replacing in assigned area.
2. Operates a variety of solid waste vehicles, tools, and equipment, including solid waste **dump** carts, skip loaders **with specialized attachments, brush or dump truck,** forklifts, and other utility vehicles in a safe and accurate manner.
3. Collects and breaks down cardboard **from campus and transports back to designated collection site**; loads and unloads bins, bags, and other containers and materials by hand as necessary.
4. **Safely removes and disposes of animal/pest remains on exterior grounds.**
5. **Inspects, cleans, and ensures the functionality of smart trash cans, recycling, and compost bins; reports necessary repairs or maintenance.**
6. Inspects and reviews the condition of sanitation vehicles, **tools**, and equipment before and after routes; performs preventative maintenance of vehicles and **heavy**

- equipment, including checking oil and water levels, brakes, and lights, washes, and cleans vehicles; fills and greases vehicles.
7. Observes and reports overweight, unsafe, or broken dumpsters; maintains bins on assigned routes **throughout campus**.
 8. Records and maintains work and material records.
 9. Observes safe work methods and makes appropriate use of related safety equipment as required; **including, but not limited to, safety set-up on street, roadside, and parking lots and campus of delineators, cones, flags, and signs for high traffic and hazards**.
 10. Maintains work areas in a clean and orderly condition, including securing vehicles, **dump trucks**, and **heavy** equipment at the close of the workday.
 11. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
 12. Performs a variety of grounds maintenance general duties such as special event preparation, landscape maintenance, and athletic/**sports** fields preparation, **heavy equipment, and pesticide application** as directed.
 13. Performs a variety of custodial duties incidental to grounds keeping, including cleaning parking lots, walkways, and driveways.
 14. **Utilizes power sprayers and steam cleaners to upkeep equipment, containers, bin enclosures, and spills/stains on or around receptacles and other exterior areas where needed.**
 15. **Maintains work and material records and/or logs.**
 16. ~~Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.~~
 17. **Support and comply with federal and state laws, Board Policies, and Administrative Procedures.**
 18. **Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.**
 19. **Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.**
 20. **Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.**
 21. **Maintain regular attendance.**
 22. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

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

3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Occupational hazards and safety equipment and practices related to the work.
5. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
6. **Two-way radio usage and etiquette.**
7. **Fuel and non-fuel battery equipment operations.**
8. **Safety Data Sheet (SDS) sheets and labels.**
9. **Department of Pesticide regulations, including the use of application N-series.**
10. **Operating and safety rules, precautions, and principles of driving and operating electric and gas-powered equipment and transportation vehicles.**
11. Safe work practices, including safe driving rules and practices.
12. English usage, spelling, vocabulary, grammar, and punctuation.
13. Techniques for providing a high level of customer service by effectively ~~dealing~~ **interacting** with the public, vendors, students, and District **College** staff, including individuals of various ages, disabilities, socio-economic **levels** and ethnic groups.

Skills & Abilities to:

1. Perform a variety of tasks related to solid waste collection and disposal operations and related projects.
2. Skillfully and safely operate a variety of tools, work **vehicles**, and **heavy** equipment required for the work.
3. Perform basic preventative maintenance of **heavy** equipment and tools.
4. Perform heavy manual labor for extended periods of time in all types of weather.
5. Troubleshoot maintenance problems and determine materials, costs, and supplies required for repairs and maintenance projects.
6. **Map zones and troubleshoot issues relating to connectivity in order to safely operate automated equipment.**
7. **Maintain automated landscape equipment.**
8. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures laws, and regulations.
9. Understand and follow written and verbal directions, instructions, and safety rules and procedures.
10. ~~Maintain accurate logs, records, and basic written records of work performed.~~
11. Operate modern office equipment including computer equipment and software programs.
12. Make accurate arithmetic calculations **and measurements.**
13. **Safely operate and maintain a variety of assigned College equipment and vehicles.**
14. ~~Operate a truck and observe legal and defensive driving practices.~~
15. Operate a skip loader, forklift, **brush or dump truck** and trash cart.
16. Organize own work, set priorities, and meet critical time deadlines.
17. ~~Use English effectively to communicate in person, over the telephone, and in writing.~~
18. **Communicate effectively through various methods.**
19. **Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.**

20. Understand scope of authority in making independent decisions.
21. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
22. 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:~~

1. Equivalent to the completion of the twelfth (12th) grade; and
2. ~~six (6) months~~ **One (1) year full-time equivalent** experience in the collection and disposal of solid waste and recyclable materials; **or**
3. **Two (2) full-time equivalent years of custodial or grounds experience.**

Licenses, and Certifications, and Requirements:

1. Possession of and ability to maintain a valid California ~~D~~river's ~~L~~icense.
2. **Possession of, and ability to maintain, valid proof of automobile insurance.**
3. **Successful candidate(s) will be required to take and pass a physical exam.**
4. **Possession of, or ability to obtain within six months of employment, Automation/Robotics training.**
5. ~~Possess or be able to pass the~~ **Possession of, or ability to obtain within six months of employment,** certification for forklift operation (Lift-Truck Operations) ~~within the probationary period.~~

Preferred Qualifications:

1. **Possession of, or ability to obtain within six months of employment, American Green Zone Alliance (AGZA) Certification.**
2. **Certification of Safe Skip Loader Operation.**

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~~ **Incumbents** must possess the ability to lift, carry, push, and pull materials and objects **weighing** up to 50 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

~~Employees~~ **Incumbents** 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~~ **Incumbents** may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.