

**City of Larned**  
**Job Description**  
**Job Title:** Sanitation Refuse Collector I

**Department:** Sanitation  
**FLSA Status:** Non-exempt  
**Work Shift:** M-F (unless otherwise necessary)  
**Work Status:** Full-time  
**KPERS:** Yes  
**Residency:** Yes  
**City Manager Approved Date:** 08/01/2012  
**Job Grade:** 14      **PCP Level:** 4  
**Location:** City Hall

**General Overview of Position and Responsibilities:** Under the general supervision of the Superintendent of Sanitation, this non-exempt position is responsible for the safe and efficient operation of refuse collection routes and the Recycling Center. The work includes servicing and minor repair of the trash collection equipment. This position also operates the City of Larned Recycling Center and all of its duties. This position requires the ability to work independently, work well with others and perform in a team environment on a daily basis. Most duties are planned and arranged by the Sanitation Superintendent. Most decisions not affecting other departments may be made independently in accordance with city policy. This position requires frequent interaction with employees throughout the organization, vendors and the general public.

**Supervisory Responsibilities:**

None

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Drive trucks and heavy equipment following established routes, through residential streets or alleys or through business or industrial areas, in a safe and efficient manner.
- Operate and maintain the skid loader, balers, glass crushers, and pallet trucks.
- Refuel trucks or add other fluids, such as oil or brake fluid.
- Report defective equipment.
- Drive to disposal sites to empty trucks that have been filled.
- Communicate with supervisor delays, unsafe sites, accidents, equipment breakdowns, or other maintenance problems.
- Check road or weather conditions to determine how routes will be affected.

- Follow all safety procedures.
- Cooperate with the general public, answering questions and providing information about solid waste management and recycling.
- Load and unloads trash trucks.
- Manually pull, push, leverage dumpsters and polykarts full of trash during trash collection in order to use equipment to dump trash.
- Carry trash both in containers and bundles.
- Clean trash trucks, dumpsters and polykarts.
- Distribute dumpsters and polykarts to customers.
- Remove dead animals from city streets and right of ways.
- Regular maintenance of vehicles; change oil, check fluids and tire pressure, hydraulic fluids.
- Maintain building and grounds at Recycle Center.
- Sort all usable recyclables received from the public during hours of operation.
- Unload recyclables from trailers and bins.
- Empty balers – able to tie off bales.
- Perform light repair if needed on above equipment.
- Work to improve customer service.
- Work with other departments to ensure efficient and effective service delivery.

**Marginal Duties and Responsibilities** include the following. Other duties may be assigned.

- Assist all departments as the need arises.
- Report any street or alley maintenance issues to the proper department.
- Report any issues that would affect other departments within the City or another utility service.
- Is available for duty upon the aftermath of a city-wide disaster or emergency.
- Serve on various employee or other committees as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competencies, knowledge, skill, abilities, required education and or experience to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may work holidays and weekends.

## **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; works well in group problem solving situations.

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.

**Communication** - Listens and gets clarification; ability to read, write and understand instructions.

**Teamwork** - Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

**Innovation** - Generates suggestions for improving work.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Ethics** - Works with integrity and ethically.

**Required Knowledge, Skills, Abilities:**

- Knowledge of weight and materials limitations.
- Knowledge of safety procedures.
- Ability to learn all residential and commercial trash routes, know geography of the City.
- Ability to ride on the back of the trash truck during trash collection.
- Ability to complete route in a timely manner.
- Ability to operate and provide light maintenance on trash truck, hydraulic trash compactor, chain saw, loppers, hand saw and other related equipment on a continual basis.
- Ability to communicate and use common sense in some situations.
- Ability to work under pressure and/or with frequent interruptions.
- Ability to multi-task and work in a fast-paced environment.
- Ability to watch for adults, children, pets, and vehicles while working on the truck. Ability to warn driver of circumstances.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to operate computers and software necessary to complete assignments may include word processing, spreadsheet, databases, global positioning equipment, software downloads from systems, etc.

**Required Education and/or Experience:**

High school education or GED; one to three months related experience or training; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

High school education or GED; three to six months related experience or training; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:**

Class B Commercial Driver's license within six months from start date.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 25 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to toxic or caustic chemicals. The employee may be exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.