

ADF

# CITY OF UNALASKA

## Position Description

Job Class: <b>Non-Exempt</b>	Job Title: <b>Solid Waste Operator I</b>
Supervisor: <b>Solid Waste Operations Supervisor</b>	Department: <b>Public Utilities</b>
Wage Grade: <b>3</b>	Full Time/Part Time: <b>Full Time</b>
Probationary Period: <b>6 Months</b>	Union: <b>IUOE Local 302</b>
<b>DEPARTMENT REVIEW</b>	
Submitted By: <b>Bob Miner</b>	
Director Review/Date: <i>DBM/4</i>	<i>12-27-02</i>
HR Manager Approval: <i>Kim Hughes</i>	Date: <i>12-30-02</i>

### SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

When was the last time this position description was updated? Date: **12-2002**

What is the overall purpose and objective of this position (why does this position exist)? **This Position performs a variety of unskilled and skilled tasks of a manual**

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nature at the solid waste facility.

Explain the level of supervision received: **Receives direct supervision from the Solid Waste Operations Supervisor.**

Explain the level of supervision this position exercises: **None**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. Screens solid waste.
2. Performs necessary landfill, baler and other operational duties and facility maintenance.
3. Directs traffic to unloading areas.
4. Picks up litter inside and outside.
5. Sweeps, washes floors, washes equipment and cleans drains.
6. Assists in installing and maintaining facility and landfill signs.
7. Assists in transporting, stacking and covering bales from facility to the lined cells.
8. Prepare daily reports of work activity as required.
9. Perform other duties and tasks as assigned by operations supervisor.

Does this position have access to confidential information? Yes  No  If yes, please provide detail. **Access to confidential information through routine sorting of trash disposed of by citizens and businesses.**

Does this position have access to or handle City funds? Yes  No  If yes, please provide detail.

Is it important to this position that the incumbent be able to communicate fluently in English? Yes  No  If yes, please explain. **Must be able to understand verbal and written instructions to accomplish the job safely and to communicate with city of Unalaska staff and members of the public. Must be able to read and understand simple drawings and illustrations.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- High school diploma or GED equivalent.
- A valid Alaska CDL, class "A".

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- Must have ability to obtain an "X" endorsement within 60 days of hire.
- One year of experience assisting skilled workers.
- Must have the ability to learn and use landfill software.
- Basic knowledge of machinery and equipment.
- Ability to perform heavy manual work and routine mechanical maintenance.
- Ability to work from sketches and drawings.
- Ability to follow verbal and written instructions.
- Ability to use and care for hand and power tools.
- Other combinations of education and experience which would provide the knowledge, skills, and abilities will be evaluated on an individual basis.

What are the preferred qualifications for this position?

- Basic knowledge of Federal, State of Alaska and City of Unalaska rules, regulations and policies regarding solid waste system operations.
- Basic knowledge of facilities, materials, methods and procedures used in solid waste disposal systems.
- Basic knowledge of occupational hazards and safety precautions applicable to the work.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):  
**Ability to use and care for hand and power tools. Basic knowledge of machinery and equipment.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:  
**Must be able to solve routine problems and deal with a variety of situations at the baler facility and in the landfill, communicate problems to other workers and supervisors and work with others to accomplish assigned jobs. Must be able to manipulate tools, objects and equipment controls.**

### LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **As a condition of employment, the person selected will be required to successfully complete a drug test prior to**

beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice. A valid Alaska CDL, Class "A" required. Must have ability to obtain an "X" endorsement within 60 days of hire.

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **40 Hour Hazardous Waste Course. Lock-out-tag-out training. All required certifications and licenses must remain current for the duration of employment.**

**NOTICE**

If selected for hire and a CDL holder, appointment in this position will be conditional based upon the submission of a current (dated within 30 days from date requested) copy of the applicants Alaska Commercial Driver's License (CDL) and current copy of his/her Department of Motor vehicle driving record, Including a driving record from previous states if the Alaskan Driver's license was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

**WORKING CONDITIONS**

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes  X  No   If yes, please explain: **Occasional emergency or non-traditional work hours may be necessary. The employee will work inside and outside in dusty, wet, windy, cold, and snowy conditions; sometimes in darkness. The employee is frequently exposed to offensive odors and noise, is occasionally exposed to hazardous materials.**

**ANALYSIS OF PHYSICAL DEMANDS OF POSITION**

Check physical demands that apply. Describe job responsibilities which require physical demands checked.

1. Strength				
a. Standing	50	% of time		<b>Operating equipment, sorting trash, carrying materials and supplies. Washing down machinery and equipment.</b>
Walking	30	% of time		
Sitting	20	% of time		
b. Lifting	100	lbs.		<b>Separating recyclable items, pulling hoses, moving supplies and material.</b>
Carrying	100	lbs.		

	Pushing	100	lbs.	<b>Operating tools and equipment.</b>
	Pulling	100	lbs.	
2.	Climbing	X		<b>Climbing onto equipment.</b>
	Balancing	X		
3.	Reaching	X		<b>Making repairs, installing parts, signs,</b>
	Handling	X		<b>hauling supplies and operating hand and power tools.</b>
4.	Stooping	X		<b>Making repairs, installing parts, signs,</b>
	Kneeling	X		<b>hauling supplies and operating hand</b>
	Crouching	X		<b>and power tools. Washing down</b>
	Crawling	X		<b>equipment and baler facility.</b>
5.	Speaking	X		<b>Understanding instructions and</b>
	Hearing	X		<b>communicating problems.</b>
6.	Seeing	X		<b>Operating equipment, job site safety,</b>
	Depth Perception	X		
	Color Vision	X		

### **HISTORY SUMMARY**

- 06-2001            Included probationary period on page one. Removed percentages from job duties on page 2. Included current language for drug testing and licenses and certifications remaining current.
- 12- 2002            Changed title from "Maintenance Mechanic I" to "Solid Waste Operator I". Changed 24 hour on call language to "Occasional emergency or non-traditional work hours may be necessary. Included "notice" language. Changed "Department Head" approval to "Director" approval. Included "Selection Guidelines". Included confidentiality language. Clarified CDL requirements.