ASHEVILLE, NORTH CAROLINA

Classification Specification

Sanitation Worker II
Job Code: 4136
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform manual labor associated with collecting refuse along and specialized routes and to maintain inventory of trash carts.

Distinguishing Characteristics:

This classification is the second level in the Sanitation Worker series and is distinguished from lower levels in this job family by increasing degrees of scope, independence, responsibility, decision-making, as well as maintaining and repairing cart inventory.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Collects refuse along specialized routes, such as set-out customers, Biltmore Village, and other areas as assigned: drives pickup truck along route; retrieves trash bags and empties receptacles and other debris from along route; verifies items meet City guidelines for disposal; transfers trash into truck; returns carts and receptacles to their proper place; replaces liners in receptacles; and coordinates with automated truck crews to transfer trash, as needed.

Follows established safety procedures: utilizes safety equipment and wears protective gear; monitors work environment to ensure safety of employees and other individuals; monitors traffic conditions to identify obstructions, pedestrians, or unsafe traffic conditions; may direct traffic to ensure safety of traveling public; and

reports any incidents, accidents, problems, or unusual situations.

Maintains inventory of trash carts: receives and completes service orders; determines routes; loads carts and parts needed to complete service orders; delivers new carts, removes unused carts, or performs repair of carts as needed; determines is broken carts are under warranty and maintains related logs; transports dirty carts to wash bay; washes carts; trains other staff in proper operation of wash bay equipment.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a pick-up truck, cart washer, hand tools, etc.

Performs general cleaning and maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, greasing equipment, washing/cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; and reports faulty equipment to supervisor.

Communicates with supervisor, other City employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, pre- and post-trip inspection logs, route sheets, service orders, warranty log, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing database, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required; supplemented by one year of experience in sanitation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural, or compositional characteristics are similar to or divergent from prescribed standards, procedures, or routines.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding

the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA Compliance:

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.