ASHEVILLE, NORTH CAROLINA

Classification Specification

Sanitation Worker I
Job Code: 4135
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform manual labor associated with collecting refuse along an assigned sanitation route.

Distinguishing Characteristics:

This is the first level in the Sanitation Worker series.

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 assigned sanitation route, as part of a sanitation crew, including downtown trash receptacles and set-out service customers: rides on back of rear-loading sanitation truck or drives pickup truck, depending on route assigned; retrieves trash carts, containers, bags, brush, limbs, bulky items, and other debris from along route; verifies items meet City guidelines for disposal; tags carts with unauthorized items; transfers trash into trucks; operates container arm, lift, and compactor mechanisms as needed; returns carts and receptacles to their proper place; replaces liners in receptacles; and reports broken carts and receptacles for service.

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 crew and the traveling public; and reports any incidents, accidents, problems, or unusual situations.

Performs related duties in support of sanitation operations: assists in loading, unloading and delivery of trash carts; assists customers/public with complaints, concerns, and questions; gathers and submits evidence of illegal use of City receptacles, such as letters and delivery receipts; picks up litter; cleans up homeless camps; and performs minor repairs to carts.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a rear packer trash truck, pick-up truck, rakes, pitch forks, shovels, and other hand tools.

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, subordinates, 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, weight tickets, route sheets, unauthorized item tags, route sheets, cart service orders, brush lists 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 work experience that shows an ability to maintain steady employment in any field; 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 exchange information for the purpose of clarifying details within well-established policies, procedures, and standards.

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 and descriptive 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 detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

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.