



## City of Wetumpka Classification Description

<b>Job Title:</b>	Operations I	<b>Effective Date:</b>	October 2022
<b>Department:</b>	Public Works	<b>Pay Grade:</b>	A05
<b>Reports to:</b>	Operations Coordinator	<b>Internal contacts:</b>	Other city employees
<b>Supervises:</b>	N/A	<b>External contacts:</b>	General public, local business owners

**Basic Function and Responsibility:** A primary responsibility of all persons assigned to this job title is to include but not limited to collecting, transporting and disposing of trash and debris from residential and commercial sources.

**Characteristic Duties and Responsibilities:** *The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, knowledge, skills, and abilities detailed below; any one position may not include all the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.*

### Truck Maintenance and Inspection

1. Perform routine preventative maintenance inspections per manufacturer and Mechanic Supervisor's guidelines.
2. Report any needed repairs to Mechanic Supervisor and ensures repairs are completed before using equipment.
3. Perform minor repairs and maintenance on equipment to include but not limited to checking fluids, gauges and belts.
4. Inspect truck prior to beginning routes to ensure safe operating conditions.
5. Refuel truck each evening

### Truck and Equipment Operation

1. Operate truck and/or equipment in accordance with all safety rules and vehicle laws.
2. Drive truck along established routes through residential streets and alleys, or through business and industrial areas.
3. Transport waste to landfill.
4. Operate leaf truck as directed by Operations Supervisor.
5. Operate a truck to spray for mosquitos along city roads as needed and directed by Operations Supervisor.

6. Perform heavy physical labor including lifting and carrying heavy objects, shoveling, raking, and pushing asphalt.
7. Provide back-up assistance for landfill when needed.
8. Communicate with Supervisor or Public Works Secretary concerning delays, unsafe sites, accidents, equipment breakdowns, and other maintenance problems.
9. Drive equipment to and from job sites.
10. Determine and participate in the establishment of traffic safety zone equipment.
11. Maintain clean work sites and equipment.

#### Manual Labor and Pick-up

1. Use shovels, pitchforks, rakes and other hand tools to perform manual labor.
2. Stack logs, limbs, and other trash, when necessary.
3. Assist with street and drainage projects, as needed.
4. Recognize potentially hazardous conditions and removes biochemical and other hazardous materials, solid wastes, and perishable items from trash by hand.
5. Remove drain inlet covers to investigate stoppages.
6. Clean drains with shovel or by hand.
7. Operate automated or semi-automated hoisting devices that raise refuse bins and dump contents into openings in truck bodies.
8. Respond to emergency clean-ups.

#### Supervision

1. Train new employees in the required city policies and procedures.
2. Evaluate performance and provides feedback to help members of the crew improve.
3. Take immediate corrective action when problems or conflicts occur.
4. Assist in determining when a member of the crew is ready to utilize and operate equipment independently.

#### **Knowledge, Skills, and Abilities (\* can be acquired on the job)**

1. \*Knowledge of the city's street systems.
2. Knowledge of hydraulic systems.
3. Knowledge of safety precautions and hazards of the trade.
4. Knowledge of first aid procedures
5. Knowledge of City of Wetumpka policies and procedures
6. Knowledge of the Occupational Safety and Health Administration standards (OSHA) as needed to ensure the safe operation of all equipment and tools.
7. \*Knowledge of the Environmental Protection Agency (EPA) rules and guidelines in regard to landfills.
8. Skill in writing to record information that may need to be forwarded to supervisor.
9. Skill in operating trucks and heavy equipment to include street sweepers, graders, backhoes, loaders and asphalt spreader boxes.
10. Skill in reading as needed to read signs and written instructions.
11. Ability to meet "regular and predictable" attendance requirements.
12. Ability to observe traffic and obstacles, spot limbs and trash, and judge distances.
13. Ability to hook and unhook trailer.
14. Ability to follow instructions and work independently without close supervision

15. Ability to handle citizen complaints in a courteous manner.
16. Ability to communicate effectively with the supervisor, co-workers, and inmates in person and over the two-way radio.
17. Ability to learn to use and train others as to the safe operation of equipment.
18. Ability to manage one's time and the time of others.
19. Ability to lift objects weighing 50 pounds.
20. Ability to bend, stoop, lift, and climb onto and off of trailer.

**Experience and Education Qualifications**

- Any combination of education and experience which provides the qualifications listed above will be considered.

**Necessary Special Requirements**

- Possess and maintain a valid Alabama Commercial License (CDL) Class B, with a passenger endorsement (employee has sixty (60) calendar days to successfully complete the written test and driving test if applicant does not possess at time of employment).
- If any additional CDL requirements are needed employee will have sixty (60) calendar days to obtain and maintain as job duties dictate.
- May be required to obtain a Class A and/or other endorsements, as job duties dictate.
- Ability to work nonstandard hours to include but not limited to; weekends, holidays, and nights
- Ability to work outdoors during inclement weather conditions
- Wear appropriate clothing and/or safety equipment as needed to include eye, feet, and hand gear
- Maintain neat and clean dress standards

**Working Conditions**

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands, fingers, handle, or feel objects; reach with hands and arms; speak and hear; lift and/or move up to 50 pounds; ascend and descent ladders, stairs and the like by using feet, legs, hands and arms; standing and crouching. Incumbent will also be standing for long periods of time and will need to withstand above average mental pressure.

Incumbent is subject to work around moving equipment. Work is performed in an outdoor environment; exposure to disagreeable conditions to include but not limited to; exposure to fumes, airborne particles, toxic or caustic chemicals, and outdoor atmospheric conditions.

*This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

<p>I have read the following job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.</p> <p>Signed: _____ Date: _____</p>
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