



## POSITION VACANCY NOTICE CITY OF KETCHIKAN

December 31, 2018

<b>TITLE: Solid Waste Collector</b>			
<b>DEPARTMENT:</b>	Public Works	<b>DIVISION:</b>	Solid Waste
<b>STATUS:</b>	Regular Full-Time	<b>HOURS/DAYS:</b>	Monday – Sunday 8:00 AM – 4:30 PM
<b>GRADE/STEP:</b>	345 / A	<b>DUTIES:</b>	See attached job description
<b>HOURLY:</b>	\$19.97	<b>UNION STATUS:</b>	YES

### SPECIAL REQUIREMENTS:

One year of maintenance experience that includes driving trucks or large equipment. Possession of a CDL Class B driver's license or have a Commercial Learner's Permit (CLP) with the ability to obtain a Class B driver's license in 60 days. Possession of, or ability to obtain, an appropriate, valid C.P.R. and First Aid Certificate.

### ADVERTISING REQUIREMENTS

Position is Open until Filled

**PUBLICATIONS:** Ketchikan Daily News; Job Service; City Website; NTCA.org; alaskatel.org

### APPLICANT PROCESSING INSTRUCTIONS

For application and complete job description contact:  
The City of Ketchikan, 334 Front Street, (907) 228-5631 or online at:  
[www.ktn-ak.us/jobs](http://www.ktn-ak.us/jobs)

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## **SOLID WASTE COLLECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs routine tasks and duties in the pick up, transport and disposal of residential and commercial waste and recycled materials on an assigned route; delivers and/or picks up dumpsters and tipper roll carts as assigned; inspects assigned vehicle for mechanical or safety problems; and prepares and maintains a variety of written records and reports.

The Solid Waste Collection, Disposal and Recycling Division of the Public Works Department is responsible for helping to maintain public health and environmental quality in the community by collecting and removing solid waste from residences and commercial facilities which subscribe to the service. The Solid Waste Collector is responsible for learning the collection routes, operating a solid waste collection vehicle safely and in conformance to all traffic laws, collecting solid waste and hauling it to the Solid Waste Handling and Recycling Facility for unloading on a regular schedule. The Solid Waste Collector will assist the Streets crew as needed and during Spring Cleanup as well as provides assistance during the House Hold Hazardous Waste event. The Solid Waste Collector must perform these duties in a manner that reflects positively on the City and the Department.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Drives a solid waste collection vehicle along assigned routes, stopping frequently at collection sites; unloads vehicle at the City's Solid Waste Handling and Recycling Facility; makes special collections as assigned; maintains radio or other communications with the office to receive or report variances to standard operations.
2. Picks up solid waste containers at residential and commercial facilities; lifts, carries, and empties the contents of the containers into a collection vehicle; returns empty containers to the pick-up site.
3. Cleans, washes, and maintains assigned vehicles; performs daily inspection of tire air pressures, hydraulic pressure, air tanks, hydraulic fluids, transmission fluids, power steering, lights, and other critical parts of a solid waste collection vehicle prior to the execution of the daily tasks; reports any needed repairs to the Supervisor; may assist Mechanics with repairs.
4. Delivers and/or picks up dumpsters and tipper roll carts as necessary.
5. Observes surrounding conditions such as citizens, equipment, and property, in order to assure that solid waste is collected and transported in a safe manner; regulates traffic in hazardous conditions in order to ensure safety conditions for the collection personnel and the general public.
6. Inspects inside of dumpsters for hazardous materials and removes.
7. Provides excellent customer service, treating customers and the general public in a tactful, courteous, and polite manner at all times; responds to public inquiries in a courteous manner;

provides information within area of assignment including explaining collection procedures; resolves complaints in an efficient and timely manner; refers unresolved problems to the Supervisor.

8. Performs special or non-routine solid waste collection service and assignments as needed including repairing garbage containers.
9. Performs all duties in conformance to appropriate safety and security standards, including local and state motor vehicle laws.
10. Prepares and maintains a variety of written records and reports; prepares solid waste collection schedules as necessary.
11. Leads temporary/relief help and may help train new hires as assigned.
12. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operations, services, and activities of a solid waste collection program.

Operational characteristics of different types of refuse/recycling vehicles, loaders and other standard equipment.

Auxiliary mechanical equipment carried on heavy vehicles.

Methods and techniques of performing preventive maintenance and minor repairs on assigned equipment.

Layout of the community and city streets.

Traffic laws, ordinances and rules involved in heavy truck operation.

Occupational hazards and standard safety practices related to the operation of a wide variety of solid waste collection vehicles and equipment.

Proper lifting procedures.

Methods and techniques of customer service.

English usage, spelling, grammar, and punctuation.

Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

Perform duties in solid waste collection and disposal.

Operate a variety of heavy equipment, such as commercial garbage trucks, front-end loaders, roll-off container trucks, and other vehicles.

Maintain assigned equipment and determine the need for equipment repair.

Handle and solve mechanical problems.

Apply applicable laws, codes and regulations.

Read and interpret City maps.

Perform heavy manual tasks for extended periods of time.

Observe safety practices.

Operate a two-way radio.

Treat customers and others with courtesy, politeness, and tact at all times.

Work independently in the absence of supervision.

Respond to issues and concerns from the community.

Demonstrate good customer service.

Understand and follow written and oral instructions.

Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

One year of maintenance experience that includes driving trucks or large equipment.

**License or Certificate:**

Possession of, or ability to obtain, a Class B driver's license with air endorsement.

Possession of, or ability to obtain, an appropriate, valid C.P.R. and First Aid Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Outdoor field environment; travel from site to site; exposure to loud noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends. Frequent contact with solid waste collection customers and the general public.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** Duties require close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Hearing:** Hear in the normal audio range with or without correction.

**SPECIAL REQUIREMENTS:**

Must immediately notify his/her supervisor if his/her driver's license is revoked, suspended, cancelled or expired or if his/her privilege to drive a vehicle is in any way affected.

Must immediately notify his/her supervisor if he/she has received a moving violation.

Must immediately notify his/her supervisor if his/her ability to drive a vehicle is in any way impaired.

Pass a pre-employment drug and/or alcohol-screening test prior to performing safety-sensitive functions.

Grade: 3-45  
Job Position Code: 37620  
Union: Yes/GGU  
FLSA: Non-Exempt  
Date Approved: August 2, 2005  
Date Amended: 7/28/05  
Date Amended: June, 2007 (*Johnson & Associates*)

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Human Resources Manager Approval

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City Manager Approval