

POSITION DESCRIPTION

Position Title: **Solid Waste Laborer**
Department: **Public Works**
Division: **Solid Waste**
FLSA: **Non-Exempt**
Retirement: **KPERS**
Effective Date: **October 21, 2021**

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled work in the collection of solid waste.

SUPERVISION RECEIVED

Works under the immediate supervision of the Solid Waste Foreman and Equipment Operator I/II.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Performs as a solid waste collector over a designated route picking up solid waste containers including recyclable or yard waste as assigned and depositing into a collection vehicle.
- Be able to work a flexible schedule as needed to complete a regular 40-hour workweek.
- Make special collections as assigned.
- Notes variances to prescribed service.
- Maintains radio or other communications with the office to receive or report variances to standard operations.
- Observes surrounding conditions such as citizens, equipment, property, etc. in order to assure that solid waste is collected in a safe manner; regulates traffic in hazardous conditions in order to assure safety conditions for the collection personnel and the general public.
- Assists with the twice weekly cleaning of all Solid Waste equipment.
- Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor.
- Performs all duties in conformance to appropriate safety and security standards.
- May perform other duties as assigned.

PERIPHERAL DUTIES

May serve on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Be at least 18 years of age at time of hire.
- (B) Graduation from high school education or GED equivalent.
- (C) Minimum six (6) months experience with physical labor.

Necessary Knowledge, Skills, and Abilities:

- (A) Some knowledge of equipment, methods and procedures used in solid waste, recyclable collection activities; the hazards of applicable safety rules and precautions involved in equipment operation; traffic laws and ordinances.
- (B) Skill in operation of some of the listed tools and equipment.

- (C) Ability to perform heavy manual tasks for extended periods of time; Ability to complete tasks in an efficient manner within scheduled timeframes; Ability to work safely; Ability to establish and maintain effective working relationships with employees, supervisors and the general public; Ability to understand and carry out written and oral instructions; Ability to work a flexible schedule; Ability to meet attendance requirements of position.

TOOLS AND EQUIPMENT

Motorized equipment, common hand and power tools, wrenches, shovels, rakes and mobile/portable radio.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and walk and hear. The employee is occasionally required to talk and sit.

The employee must constantly lift and/or move up to 65 pounds and rarely lift and/or move up to 100 pounds, with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee constantly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to heat, cold, wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

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

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

APPROVING AUTHORITY:



Department Head

10/25/2021

Date



HR Director

10/25/2021

Date

ESSENTIAL JOB FUNCTIONS WORKSHEET

Employees in this position are required to meet the following requirements:

Place an X in the appropriate column

POSITION TITLE: **Solid Waste Laborer**

A-Rarely or Never B-Periodic (Not Every day) C-Frequently (Sometimes each day) D-Daily (All or most of the time)	PHYSICAL FACTORS				PHYSICAL STRENGTH: <u>LIFTING-PUSH/PULL WHILE STANDING</u>				A-Rarely or Never B-Periodic (Not Every day) C-Frequently (Sometimes each day) D-Daily (All or most of the time)				A-Rarely or Never B-Periodic (Not Every day) C-Frequently (Sometimes each day) D-Daily (All or most of the time)			
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
	PHYSICAL FACTORS				PHYSICAL STRENGTH:				HEARING DEMANDS							
	<u>1. Standing/Stationary</u>				1. Semi-Sedentary (up to 10 lbs)				1. Normal noise levels							
	<u>2. Standing/Moving About</u>				2. Light work (10-20 lbs)				2. Constant low level noise							
	<u>3. Sitting</u>				3. Medium work (20-50 lbs)				3. Occasional loud noise							
	<u>4. Climbing</u>				4. Heavy work (50-100 lbs)				4. Constant/very loud noise							
	<u>5. Balancing</u>				5. Over Heavy work (100+ lbs)											
	<u>6. Stooping</u>															
	<u>7. Kneeling</u>															
	<u>8. Crouching</u>				CARRYING-PUSH/PULL WHILE MOVING											
	<u>9. Crawling</u>				1. Semi-Sedentary (up to 10 lbs)				1. Respiratory irritants-dust, fumes, gases							
	<u>10. Reaching</u>				2. Light work (10-20 lbs)				2. Skin irritants-dust, fumes, gases							
	<u>11. Handling</u>				3. Medium work (20-50 lbs)				3. Allergic irritants-dust, fumes, gases							
	<u>12. Fingering</u>				4. Heavy work (50-100 lbs)				4. Wet work-hands							
	<u>13. Talking/Speaking</u>				5. Very Heavy work (100+ lbs)				5. Wet work-feet							
	<u>14. Driving</u>								6. Operation of heavy equipment							
	<u>15. Smelling</u>								7. Climbing ladders							
	<u>16. Object Manipulation</u>								8. Working in high places							
	<u>17. Grasping</u>				VISUAL DEMANDS				9. Use of electrical equipment							
	<u>18. Pinching</u>				1. Near vision				10. Use of sharp utensils							
	<u>19. Turning</u>				2. Far vision				11. Sensitivity to extreme temperature variations							
	<u>20. Twisting (wrist/arm)</u>				3. Depth perception											
	<u>21. Walking</u>				4. Accommodation											
	<u>22. Squatting</u>				5. Color Vision											
	<u>23. Twisting (upper body)</u>				6. Field of Vision											
	<u>24. Simultaneous Movement</u>															
	<u>25. Hearing</u>															
	<u>26. Touching</u>															
	<u>27. Other</u>															