

## **CITY OF LINCOLN**

### **REFUSE TRUCK DRIVER II/SENIOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION**

To perform a variety of tasks in the collection of residential, commercial and industrial solid waste refuse; drive and operate refuse collection vehicles; organize, assign and review the work of others and perform other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

##### Refuse Truck Driver II

This is a journey level class and is distinguished from the Maintenance Worker I classification by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. This class is distinguished from the Senior Refuse Truck Driver in that the latter provides technical and functional supervision over assigned staff or division programs and responsibilities.

##### Senior Refuse Truck Driver

This is the advanced journey level class in the Refuse Truck Driver. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

##### Refuse Truck Driver II

Receives general supervision from a Public Works Supervisor. May receive technical and functional supervision from a Senior Refuse Truck Driver.

##### Senior Refuse Truck Driver

Receives general supervision from a Public Works Supervisor. May exercise technical and functional supervision over assigned solid waste staff.

#### **ESSENTIAL FUNCTIONS**

Include but are not limited to the following:

- Drives and operates a variety of collection vehicles and equipment including one or two-person-staffed refuse collection truck, front, rear and side loaders in the collection and transportation of residential and commercial refuse; responds to afterhours call-outs if assigned.
- Maintains assigned truck by regular cleaning and washing, including inspecting for mechanical or other operating problems; reports mechanical or related problems for maintenance; may perform minor maintenance as appropriate.
- Operates hydraulic/mechanical controls to load, compress, and dump refuse; collects and disposes of debris on assigned route; transports refuse to/unload at appropriate landfill sites and/or sewage treatment plant.
- Assists with battery sorting, electronic waste collection, bin repair or delivery, cardboard removal, illegal dumping cleanup, and any other related solid waste program or assignment.
- Completes and posts notification tags on containers, bins and dumpsters for unacceptable contents for refuse collection.
- Prepares, maintains and submits records, reports and forms including time records, equipment and maintenance records, and route maps and logs.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.
- Performs other related duties as assigned.

In addition to the above, the Senior Refuse Truck Driver's essential functions include, but are not limited to the following:

- Oversees, evaluates and recommends updates to assigned routes.
- Review the work of assigned drivers engaged in refuse collection work; be aware of drivers' work and in contact with drivers throughout assigned shift; train personnel in the safe and proper operation of a wide variety of tools and equipment used in solid waste refuse collection activities.
- Take lead on an assigned program area within the Solid Waste Division and perform the most difficult and complex work involved in solid waste refuse collection, according to area of assignment; perform the full range of refuse collection duties, and provide advice and assistance to solid waste refuse collection staff.

- Organize, schedule, assign and review the work of assigned staff engaged in refuse collection work; be aware of drivers' work and in contact with drivers throughout assigned shift; train personnel in the safe and proper operation of a wide variety of tools and equipment used in solid waste refuse collection activities.
- Select materials and estimate material and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment in order to accomplish the work, purchase supplies and materials as necessary.
- Record and maintain work-related records, including landfill fees, weight tags, and tagging notices for unacceptable collection items; provide recommendation for changes in routes, collection procedures, and related matters.
- Assist with the review of new building plans and provide recommendations regarding proper bin enclosures and refuse truck access.
- Ability to use a computer, laptop or other electronic device to enter and retrieve information related to work assignments and assist with the maintenance of record-tracking for Solid Waste.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, operate hydraulic aerial devices, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

#### **MINIMUM QUALIFICATIONS**

The following are minimal qualifications necessary for entry into the classification.

##### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for this classification. A typical way of obtaining the required qualifications is to possess the equivalent of:

Refuse Truck Driver II

Two years of experience in refuse collection and disposal or related work and a high school diploma or equivalent.

Senior Refuse Truck Driver

Four years of experience in refuse collection and disposal or related work and a high school diploma or equivalent.

**Licenses/Certificates:**

Possession of, or ability to obtain, a valid Class B California Commercial driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES**

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

Methods, practices and techniques of solid waste and refuse collection and disposal; practices, techniques and materials used in the collection and disposal of solid waste refuse; knowledge of the City street system; applicable federal, state and local laws, codes and regulations; operating characteristics and safety requirements for operation of trucks, refuse vehicles and other heavy and light equipment; defensive driving; proper lifting procedures; Principles and practices of lead supervision, training, and performance evaluation, including safety practices and related record-keeping; methods and techniques for record keeping; basic principles of mathematics; occupational hazards and standard safety procedures.

Ability to:

Perform solid waste refuse collection and disposal; drive and operate solid waste and refuse collection trucks; respond to issues and concerns from the community; interpret, explain and apply applicable laws, codes and regulations; operate a variety of solid waste and refuse collection equipment, vehicles and tools; perform heavy manual labor for extended periods of time; work at substantial heights; respond to afterhours call-outs if assigned; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; develop and coordinate collection route schedules, including identification of non-routine special routes/equipment needs related to special events/projects; inspect trucks for maintenance/replacement recommendations; act as a lead worker and perform advanced journey level solid waste refuse collection work related to area of assignment; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill in:

Safe, effective, defensive and attentive driving, along with experience using a variety of solid waste and refuse collection vehicles, equipment, tools and materials.

FLSA: Non-Exempt

Employee Group: Classified, Local 39

Adopted: