



## Job Description

**Job Title:** Refuse Handler

**Department:** Sanitation

**Reports To:** Sanitation Supervisor / Public Works Director

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **SUMMARY:**

Unskilled manual labor performing assigned tasks involved in the collection and transportation of trash, yard debris and construction debris with the City limits of Niceville. Work activities are assigned and performed under the direct supervision of the refuse equipment operator and under general supervision when performing routine tasks. Work is evaluated based on timely and proper completion of assigned tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- Travels with refuse truck on assigned routes throughout the City.
- Picks up garbage containers, yard debris, trash and construction debris that is placed on the City right of way with a crane or by hand. Empties trash etc., to trailer or refuse container for disposal.
- Picks up yard debris, trash, etc., with pitchfork, shovel, broom, various hand tools.
- Operates a crane with levers to safely remove debris.
- May ride to transfer station and/or landfill to assist in emptying truck.
- Clean and maintain truck and equipment.
- Assist in any special refuse collection assignments.
- Must be familiar with safe operation of all equipment involved in refuse collection.
- May work cross assignments with other labor crews as assigned by supervisor.
- May be required to maintain daily records and files a report of those activities.

*\*\*The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment*

**SUPERVISORY RESPONSIBILITIES:** No supervisory responsibility

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- Must have a current and valid driver's license and as a possible condition of employment, based on City vehicle insurance requirements, maintain no driving violations on or off the job.
- Have a valid Class "A" CDL driver's license within the first year of employment and have a safe driving record.
- High school diploma or GED preferred.
- Heavy equipment experience preferred

**PHYSICAL REQUIREMENTS:**

- Be able to lift 50 pounds or more at anytime.
- Be able to sit, stand, climb, bend and lift for long periods of time.
- Able to work in extreme heat or cold for long periods of time.
- Be able to work around loud and moving equipment

**DATA CONCEPTION:** Must have basic knowledge of cell phone communications.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and or signaling people to convey or exchange information; includes reciting assignments and or directions from supervisors. Requires the ability to tactfully and effectively interact with the public and with other co-workers.

**LANGUAGE ABILITY:** Must be able to speak clearly and convey information to co-workers and the public. Able to read, write and calculate numbers to obtain information.

**REASONING ABILITY:** Require the use of sound judgment and the ability to define problems and deal with a variety of variables in situations in a timely manner.

**MOTOR COORDINATION:** Requires the ability to record and deliver information, to explain procedures, to issue and follow verbal and written instructions. The ability to operate levers/pedals and control mechanisms required for safe operation of equipment. Hand/eye coordination and reflex action required to safely operate all types of equipment, in various conditions, grades and traffic environments. Safely operate all types of equipment around buried and overhead utilities. Must be able to communicate effectively and efficiently within the parameters of the job.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions.

**OTHER SKILLS AND ABILITIES:** Have heavy equipment experience preferred. To have the ability to learn safely and effectively in a timely manner; how to operate heavy equipment and trucks.

**WORK ENVIRONMENT:** Exposed to hazardous materials, paint, oil, gas, etc. To be able to work around loud noised, i.e. trucks, cranes, etc.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have valid Class “A” CDL within the first year of employment. A current and valid driver’s license and as a possible condition of employment, based on City vehicle insurance requirements, maintain no driving violations on or off the job

**SAFETY:** Must learn and use all safety procedures and equipment at all times, including safe lifting techniques and proper use PPE (personal protective equipment) and work zone safety.

**CAREER DEVELOPMENT:**

- Continuing Education (job-related coursework at post-secondary institutions, continuing education credits/CEU)
- Training (Either as participant or trainer)

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Employee Acknowledgement

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Date

## JOB DESCRIPTION

Job Title: Refuse Handler

Supervisor: Chris Murry

Essential Job Functions: Drive refuse truck, operate knuckle boom, pick up refuse piles of debris with boom and by hand.

### Positional Tolerances:

	Never	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comments
Sitting				X	
Standing				X	
Walking			X		
Stair Climbing				X	
Ladder Climbing			X		
Repetitive Bending		X			
Sustained Bending		X			
Overhead Reach			X		
Sustained Reach		X			
Repetitive Reach			X		
Squat		X			
Crouch		X			
Crawl		X			
Kneel		X			
Twist			X		
Push/Pull			X		
Balancing			X		

Circle applicable PDC level of work:      SED   LIGHT   MEDIUM   **HEAVY**   VERY HEAVY

Other Required Tolerances not listed above: Operating a boom truck

### MATERIALS HANDLING

	Occasional	Frequent	Constant	List Items
Lift	100 lbs	50 lbs	25 lbs	Garbage Bags / Cans
Carry	100 lbs	50 lbs	25 lbs	5 gallon bucket oil / paint
Push	100 lbs	50 lbs	25 lbs	Tires / TV's / Lumber
Pull	100 lbs	50 lbs	25 lbs	

Comments: \_\_\_\_\_

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doctors Signature

\_\_\_\_\_  
Date