

JOB DESCRIPTION – PUBLIC PROPERTY REFUSE SITE WORKER

Job Title:	Public Property Refuse Site Worker	Date:	January 31, 2020
Department:	Public Works – Public Property	FLSA Status:	Non-Exempt
Reports To:	Superintendent of Public Property	Pay Type:	Hourly
Work Schedule Weekly:	10:30 AM – 6:30 PM Tuesday 7:00 AM – 12:00 PM Saturday		

Job Summary:

Provides labor at the City’s refuse site. Responsibilities include manual labor work collecting refuse materials for disposal, re-use, and recycling. In addition, refuse site personnel may assist other City departments, as needed. The Public Property Department is in charge of maintenance of several areas covered by the City. Listed below is a brief description of major duties at the refuse site, and is not all-inclusive. As the holdings of the City expand, additional work may be assigned to this department.

Essential Job Functions:

1. Lifts and empties solid waste items/bags/containers of various weights and configurations into disposal tractor/end-loader buckets and/or hydraulic compaction units.
2. Lifts and empties recyclable items, including but not limited to cardboard and scrap metal, into disposal trailers.
3. Lifts and empties bags/containers of brush, leaves, and grass debris of various weights and configurations into the open pile at the refuse site.
4. Miscellaneous cleanup and housekeeping work at and around the refuse site grounds and facilities, including maintenance of drive-lane potholes and application of road salt during cold-weather conditions.
5. Directs drivers when pulling into/out of refuse site dumping areas.
6. Ensures customers have valid City dump sticker properly attached to vehicle.
7. Ensures customers adhere to all City dump rules for daily loads and/or one-time load permits.
8. Transport of hand-held scanner/equipment from City Hall to/from refuse site each work shift.
9. Assists in supervision and oversight of both adult and minor volunteer refuse site workers, and associated lists/tracking of service hours.
10. Observes all common safety practices associated with proper lifting techniques, awareness of vehicles and tractor/end-loader maneuvers, hydraulic compaction unit operations, and solid waste hazards including but not limited to sharp edges, chemicals, and needles.
11. Assists other City departments on both routine and special projects, as needed.
12. Attend training sessions as needed to stay current with local/state/federal regulations and safety provisions related to providing public works services.

13. Communicate/cooperate with supervisors, co-workers, the public, and City contractors/vendors; and follow written/oral instructions.
14. Work independently with minimal supervision, as well as in a team environment.
15. Work outdoors.
16. Adhere to all provisions of the current version of the City's Drug and Alcohol policy.
17. Perform other duties as assigned in the normal course of work by Supervisor(s), Director of Public Works, Mayor, and/or Council Member(s).

Job Qualifications – Required:

1. High school diploma, or GED equivalent.
2. Valid Illinois Driver's License.
3. Residency requirement, as listed in the current version of the City Personnel Policy Manual.
4. Must be physically capable of traversing rough terrain.
5. Must be physically capable of working outdoors in heat and cold extremes, and wet weather conditions.
6. Must be tolerable of noisy environment, dust, fumes, odors, etc.
7. Must be able to lift/carry seventy-five (75) lbs.
8. Punctual job attendance every shift is a critical component of this position. A missed shift without prior approval of the Superintendent of Public Property is grounds for dismissal.
9. Ability to learn the use of data collection/recovery/transfer equipment (i.e., hand-held scanner) related to tracking of refuse site customer-use sticker/permits.