

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

---

**Job Title:** *Solid Waste Collector I*  
**Department:** *Public Works*  
**Reports To:** *Lead Solid Waste Collector*  
**Status:** *Non-exempt /Union*

#### **Job Summary:**

Operates refuse collection trucks and related heavy equipment in the collection of refuse, recycling and yard waste along a designated route operating heavy automated side loading refuse vehicles. The Solid Waste Collector I classification is intended to recognize training and skill development needed in specialized system functions as well as knowledge and skills for special projects or work in other divisions. Duties are performed under training and close supervision until proficiency is demonstrated.

#### **Essential Job Functions:**

Work activities involve multiple skills and may include any or all of the following depending on area of assignment, crew needs, emergency services, special projects, and seasonal factors:

1. Attend periodic meetings, assist with cleaning equipment and facilities, solid waste collections, inspections, records maintenance, and customer service duties.
2. Perform a wide variety of on-the-job and other skill development and training functions to quickly gain proficiency to meet Solid Waste Collector II requirements for equipment operations, safety, customer service, teamwork, and knowledge of the City's routes and customers.
3. Drive and operate refuse vehicles including yard waste truck, residential side arm, residential recycle and twenty-yard roll off trucks on City residential streets and in commercial/industrial areas.
4. Perform back-up duties to maintain schedules and priorities.
5. Drive full refuse truck to designated transfer station to unload truck.
6. Perform "courtesy pick ups" of solid waste for disabled residential customers as required.
7. Maintain close contact with the Utility Office to report customer deficiencies, and/or to receive direction.
8. Perform work in accordance with sound safety practices and assist in training other employees.
9. Maintain equipment: wash solid waste trucks and solid waste containers, clean interior of box using standard cleaning chemicals, pressure washer and steam cleaner. Repair City-owned dumpster containers and roll-carts, remove and replace wheel and lid assemblies, straighten container walls and lids, refinish containers using spray paint equipment and/or hand brushing.
10. Perform designated service and preventive maintenance checks of solid waste truck and associated equipment prior to operation, check all fluid levels and condition of tires, perform daily CDL checks.
11. Establish and maintain cooperative working relationships and teamwork with department heads, supervisors, co-workers, public officials, business representatives and the general public using good judgment in a positive and timely manner using tact and courtesy.
12. Respond to customer and public inquiries in a courteous manner and perform duties such as assessing concerns or complaints, problem solving and response efforts, and follow-up when appropriate.

#### **Associated Job Functions:**

1. Attend various workshops, on-the job training assignments, vendor and other classes.
2. Perform other duties and responsibilities as assigned.

#### **Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge and ability to quickly gain skills needed to meet solid waste collector route, customer and operator knowledge as well as specialist skills to resolve unusual problems involving matters such as tagging or curbside sorting, backup duties, or complex customer service issues.
- Good judgment skills and abilities to work independently or as a crew member.
- Knowledge of English, spelling, grammar, vocabulary and punctuation and mathematics.
- Ability to gain and retain route knowledge and read and interpret written instructions, City ordinances and regulations regarding standards and safety requirements.

- Ability to work cooperatively with co-workers and the general public, using good judgment to resolve customer complaints in a positive and timely manner, using tact and courtesy.
- Ability to learn to maneuver and operate vehicles and equipment in tight and restricted situations (while sitting or standing on the right-hand side of the vehicle) in a safe and proficient manner, in accordance with City's safety practices.
- Ability to learn to operate robotic controls using a joystick and/or levers to pick up and empty roll-carts.
- Ability to interpret information, reason and use good judgment.
- Ability to perform work independently and in accordance with sound safety practices and equipment.
- Ability to use standard hand and power tools such as electric drills, pliers, wrenches, hammers, computers, portable radio, power washer, and steam cleaner.
- Ability to quickly learn to operate solid waste automated and other refuse equipment in restricted commercial and residential locations including front loading dumpster compactor, residential side arm compactor, yard waste trucks, residential recycle and twenty-yard roll off trucks.
- Ability to maintain performance requirements of public works employees such as equipment operator; working cooperatively with co-workers, customers, and the general public; reading and interpreting work plans and schedules; maintaining safety standards; and working independently or as team member.

**Working Environment and Physical Demands:**

Work is performed outdoors under dirty, uncomfortable, noisy and hazardous conditions, and in all types of weather conditions. Duties require good eye-hand coordination to operate robotic controls, and the ability and stamina to perform heavy manual physical labor, move items weighing in excess of 50 pounds on a repetitive basis, as well as the ability to crawl, climb, bend, twist, stoop, kneel, and to maintain such activities throughout a work shift. Work may involve exposure to hazardous chemicals or bloodborne pathogens, and requires appropriate safety precautions. Work also involves equipment operation in residential and commercial areas as well as in heavy traffic. Weekend, holiday and after-hours work is often required, as well as after-hours response and emergencies.

**Experience and Training Requirements:**

- High school graduation or GED equivalent, *and*
- One (1) year truck driving and equipment operation experience with problem solving and customer service duties.
- Must obtain and maintain CPR and Industrial First Aid Certification within six (6) months of hire date.
- Must obtain and maintain Washington State Department of Transportation certification in flagging, traffic control and safety within six (6) months of hire date.
- Valid Washington State Driver's License and a good driving record.
- Must have valid Commercial Driver's License (CDL) Class B, including Medical certification at time of hire.
- Must pass a Criminal Background and Drivers Abstract check prior to hire.
- Must pass drug screening at time of hire and periodically thereafter at the City's discretion.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Hulbert, 95

FLSA: Non-exempt

Revised: BJ/SB/CAS, 02; NWM/HR 7/04, PW/HR 4/11, HR 3/12, PW/HR 12/14, HR 2/15, PW/HR 10/15

Salary Range: --

---

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.