

## TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:           SANITATION WORKER**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform manual work associated with collection, loading, and disposal of solid waste, recyclable materials, brush, or other materials.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs various tasks associated with collection, transport, and disposal of solid waste materials: loads solid refuse garbage, junk, appliances, bagged leaves, and grass clippings onto back loaders; loads recyclable items onto recycle trucks; operates packer to compress refuse; ensures secure placement of materials on trucks to prevent shifting/falling; picks up debris outside of trash containers; rakes, sweeps, shovels, and cleans ground around trash disposal areas; lifts/moves heavy materials.

Maintains and repairs sanitation and recycle carts: inspects condition of carts and reports damaged or abused equipment to supervisor; performs delivery of carts to residents.

Operates equipment and tools involving use of basic mechanisms to perform work tasks: operates a variety of equipment and tools associated with department work activities, such as a compactor, rake, shovel, hand tools, or two-way radio.

Gathers equipment, tools, supplies, and materials needed to conduct work activities; initiates requests for new or replacement materials as required.

Performs general/preventive maintenance tasks necessary to keep vehicles, sanitation and recycle carts, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals: monitors traffic conditions surrounding trucks/equipment to identify obstructions, pedestrians, or unsafe traffic conditions; reports any incidents, accidents, problems, or unusual situations.

Prepares or completes various forms, reports, correspondence, logs, or other documents.

Receives various forms, reports, correspondence, route schedules, special pickup lists, street maps, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, customers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends work on a continuous and regular basis.

## ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

The knowledge equivalent of a tenth (10<sup>th</sup>) grade education with major course work in a vocational program; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Driver's License.

## PERFORMANCE APTITUDES

**Data Utilization:** None.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

**Situational Reasoning:** Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

## APPROVALS

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James Lewellen, Town Administrator

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Bill Kilp, Director Public Services

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Jay Jeffries, Director Human Resources

*The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*