



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Sanitation Operator Lead

Department: Sanitation Reports to: Operations Supervisor Pay Grade: H09
Date Established: 3/2014 Date Revised: 8/2018 FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Sanitation Operator Lead monitors the work of Operators for compliance with City and Department policies and assists in supervising and making work assignments to ensure the collection of refuse in a timely and safe manner. The job also performs the duties of the Senior Sanitation Operator.

The job performs the duties of the Operations Supervisor in that employee's absence. The job is certified to operate all equipment in the Department inventory and service commercial and residential routes.

The job requires knowledge of the operation of a commercial collection truck, automated truck, roll-off truck, and cart retrieval truck.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is an office, shop, and public street environment that may include exposure to adverse weather conditions, traffic hazards, and moving vehicles. The noise level is generally moderate but with occasional exposure to noisy and/or loud equipment.

The job is required to work rotating weekends and holidays, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Assists the Operations Supervisor in monitoring work crews for compliance with City and Department policies and procedures. Supervises and directs crew activities in the absence of the Operations Supervisor. Assists with office work, as needed.

Performs the duties of a Senior Sanitation Operator, as needed.

Responds to customer inquiries, suggestions and complaints, resolving them as needed.

Assists with operator training and evaluates operators for certification on equipment operation. Conducts safety training and seminars. Assists with accident investigations and documentation.

Sets up recycling and yard waste collection routes.

Operates a rear loading commercial collection truck, automated truck, and/or a roll-off truck on a fixed commercial and/or residential route, as needed.

Collects refuse on a fixed route in a timely and safe manner, as needed. Empties refuse containers and collects items left at curbside, as needed. Responds to special pickup requests from customers. Makes route adjustments to accommodate weather, road construction and/or closure, or other conditions.

Performs pre- and post-route inspection of equipment for mechanical problems and/or damage to ensure safe operation.

Performs minor maintenance on equipment, checking fuel and fluid levels, tire condition and air pressure, greasing as needed, and washing and cleaning interior and exterior.

Maintains and updates route information books and related records and logs.

Cleans, delivers, and picks up refuse and recycling containers.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of refuse collection on a fixed route;
- Methods, techniques, and objectives of operating all equipment in Department inventory;
- Employee supervision, training, and evaluation methods and techniques;
- Basic equipment maintenance methods and techniques;
- City streets and traffic patterns;
- Federal regulations and City policies regarding safe work practices relating to use of equipment, power tools, and hand tools;

Skill and Ability to:

- Operate all equipment in the Department inventory and to service commercial and residential routes to collect refuse in a timely and safe manner;
- Direct, train, and evaluate employees;
- Perform basic vehicle and equipment maintenance;
- Make independent decisions on route alterations, container placements, and related decisions;
- Operate standard office equipment and a personal computer;
- Operate a two-way radio;
- Operate hand tools, power tools, and equipment;
- Assist in training operators on all equipment;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED;
- Class B CDL with airbrake endorsement*;
- Two (2) to three (3) years' experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials or manipulate tools, and reach with hands and arms; and operate a motor vehicle and job-related equipment. The employee must occasionally lift and/or move more than 100 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Sanitation Operator Lead position requires a Class B CDL with airbrake endorsement within six (6) months of hire date. Failure to acquire this certification by the established date will violate the terms of the position and will result in layoff from the position.